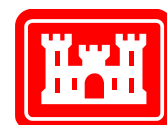


African Burial Ground Curation Management Plan and Recommendations



July 2004



**US Army Corps
of Engineers®**
St. Louis District
Curation and Archives
Analysis Branch

African Burial Ground Collection Curation Management Plan and Recommendations

Prepared for

General Services Administration
Northeast and Caribbean Region
New York, New York

Prepared by

U.S. Army Corps of Engineers, St. Louis District
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Curation and Management of Archaeological Collections

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Executive Summary

Problem

Federal archaeological collections, consisting of both material remains recovered from a site and the documentation created during the investigation, are a significant and non-renewable national cultural resource. Curation of these materials has been largely substandard or ignored for over fifty years. All too frequently these materials are housed in improper environments that contribute to their deterioration and eventual loss. Archaeological associated records are, if anything, even more difficult to preserve simply because they are frequently scattered, lost, or destroyed in the years following the completion of an archaeological investigation. Without the records that provide context for an archaeological site the material remains are of extremely limited value for future research, education, and public use. The artifacts provide some information in and of themselves, but the associated records complete the record of the site and its investigation. Since an archaeological site is destroyed by excavation and the recovery of material remains, it is imperative to maintain the records so that the site may be “recreated” by future users. Furthermore, because these are federal collections, these materials are in the public domain and as such, it is the responsibility of the federal government to ensure these materials are available for use by future scientists, researchers, educators, and the interested public.

Background

The U.S. General Services Administration (GSA) is responsible for the management of cultural resources on GSA property and for the archaeological and historical resources removed from these lands. All archaeological collections resulting from investigations on federal property fall under the auspices of the Curation of Federally Owned and Administered Archeological Collections (36 CFR Part 79). This regulation provides guidance to federal agencies in curating the archaeological collections under their stewardship. It addresses not only the physical packaging and descriptive standards for maintaining these collections but also addresses the physical plant and administrative infrastructure of

curation facilities. To be fully compliant with legislative directives, GSA must arrange for the proper curation of the archaeological collections under their care.

GSA, Northeast and Caribbean Region, sought assistance from the U.S. Army Corps of Engineers, St. Louis District's Mandatory Center of Expertise for the Curation and Management of Archaeological Collections (MCX) to assist them with the long-term curation of the associated records generated from investigations conducted at the African Burial Ground (ABG) in Manhattan, New York City. During the preliminary phases for the construction of a new building, archaeologists discovered a large historic cemetery of African Americans dating to the seventeenth and eighteenth centuries. This project is one of both national and international importance and has been the subject of much debate and controversy over its more than ten-year lifespan. The project resulted in the recovery of over 400 individual burials of human remains and associated burial artifacts as well as other material remains unassociated with the historic cemetery (i.e., stratigraphically located above the cemetery levels). Another result of the investigations was the generation and compilation of a large collection of documentation recording the archaeological investigations at the site.

The archaeological investigations at the site and the analysis of the recovered material remains have continued for many years and many institutions have played a part in this endeavor. The accompanying controversy surrounding the discoveries at the site has resulted in many additional activities at the site and has involved even more individuals and organizations in these aspects. Because of this situation, it was determined that the archaeological documentation could not readily be extricated from the documentation generated by these other activities, nor would this separation be appropriate for a project of this scope and magnitude. In light of the fact that the human remains and associated burial artifacts were re-interred at the site in October 2003, the documentation (both archaeological and other) has, if possible, become of even greater importance. Since the documentation generated under this project is, in many cases, the only record of the re-interred materials, it serves as the only historic record of the investigations at this site. Thus it becomes even more imperative that the most complete record of the activities and investigations under the African Burial Ground be preserved for future generations of educators and scholars.

Although work continues on the investigations, the re-interment ceremony marked a significant milestone in the life of the project. For this reason, GSA initiated a separate archives project to ascertain what documentation had been generated thus far and what would be required to care for these materials long-term and to preserve their accessibility for posterity. This report, therefore, provides a framework under which the preservation of this collection may be ensured.

Findings Summary

Once the the African Burial Ground Archives Project Feasibility Study and Condition Assessment for General Services Administration was completed, a reasonably accurate estimate of the volume of the final African Burial Ground Collection could be made. The final recommendations provided in Chapter 3 of the Feasibility Study include several specific to the requirement for a long-term curation partner. Specifically, recommendations 2, 3, 4, and 14 address the identification of a long-term curation repository to partner with GSA, negotiating a curation agreement with said repository, consulting with the repository regarding their standards of acceptance and packaging, and finally, the transfer of the collection to the long-term curation facility. This Curation Management Plan represents the first steps toward implementing those recommendations.

The first recommendation is to identify a repository willing to and capable of providing both appropriate storage space and access to this important collection. Toward this goal the St. Louis District developed a three-part procedure to evaluate potential partners and provide recommendations to GSA. Certain criteria were established prior to starting these procedures to accommodate basic requirements imposed by regulations and GSA directives. Criteria included the following stipulations.

1. The repository should be within the geographic confines of New York City, preferably in Manhattan where the recovery site and memorial are located.
2. If possible, the curation repository should have special emphasis on and retain additional collections in one of the following areas: African American, New York, or colonial history.
3. And finally, the collection should not be subdivided and stored at more than a single repository unless such subdivision is necessary to meet special storage, conservation, or research needs. This stipulation also refers to the component parts of the collection. The material remains and associated records should be deposited in the same repository to maintain the integrity and research value of the collection.

Once these criteria were defined, the search for an appropriate curation partner could be narrowed to those in the New York City area. The first step in the procedures was to compile a list of potential partner institutions. The initial list consisted of nine repositories located within the confines of New York City. St. Louis District staff then contacted each of these repositories to determine their willingness to participate in the evaluation process. Several institutions declined the opportunity for various reasons, but many referred other institutions they thought might be interested in or appropriate for the project. These referrals were included on the list of potential repositories and contacted in turn. Table 1 summarizes the results of telephonic conversations with potential partners.

Table 1.
Results of Telephone Conversations With Potential Partner Repositories

Repository Name	Contact	Result of Contact
American Museum of Natural History	Ian Tattersoll Ken Mowbray	Unable to reach individual. No determination was made in the time available.
Museum of the City of New York	Debbie Waters	Declined to participate.
New York Historical Society	Stephanie Benjamin, Chief Operating Officer	Declined to participate.
Schomburg Center for Research in Black Culture	Bobbi Yancy, Chief of Public Affairs	Appointment arranged for 30 June 2004.
South Street Seaport Museum	Diane Dallal, Curator of Archaeology	Declined to participate.
Studio Museum in Harlem	Mallory Simms, Registrar	Declined to participate.
Staten Island Institute of Arts and Sciences	Patricia Salmon	Declined to participate.
Federal Hall	Catherine Cook, Deputy Superintendent	Declined to participate.
Sandy Ground Historical Society, Staten Island	Sylvia D'Allesandro, Chairperson of the Board	Declined to participate.
New York State Museum	John Hart, Archaeology	Not called—on list only if no facilities in New York City were identified.

Of the repositories shown in Table 1, only one—the Schomburg Center for Research in Black Culture in Harlem—indicated they were interested in participating in the evaluation process. An appointment was arranged to conduct an on-site evaluation at this facility.

The MCX evaluation team conducted a site assessment and evaluation at the Schomburg Center on June 30, 2004. The assessment team, Ms. Natalie Drew (archivist) and Mr. Daryl Atchley (architect), met with the director of the Schomburg, Dr. Howard Dodson, and the assistant director for the Public Affairs and Development division, Ms. Roberta Yancy. These individuals were joined by New York Public Library's Chief Operations Officer, Mr. Robert D. Santos, Esquire; Senior Property Manager; Mr. Michael F. Morena; and Facilities Operations Manager, Stephen LaPilla. The first order of business was a discussion about the project and the evaluation process. Ms. Drew explained the evaluation process in detail and answered outstanding questions. Dr. Dodson provided information regarding the administrative structure of the Schomburg Center and its place in the New York Public Library (NYPL) system.

Once the discussion had concluded, Dr. Dodson led the group on a tour of the facility. He explained that the Center was organized into five divisions responsible for the care of collections. Each division specialized in the preservation of a particular record format. Every division had its own reading room, processing area, and collection storage room. The tour began in the Photographs and Prints (P&P) division where the division curator, Ms. Mary Yearwood, joined the group. Ms. Yearwood accompanied the

group to the Manuscripts and Rare Books (MARB) division to continue the tour since the MARB division curator was unavailable. Dr. Dodson then led the group to the Art and Artifacts (A&A) division and, finally, to the General Research and Reference (GR&R) division. Dr. Dodson explained that the Moving Image and Recorded Sound (MIRS) division was undergoing a major reorganization and was not included in the tour.

During the tour of the divisions, the assessment team recorded notes on environmental controls measures present, security measures present, storage units, lighting, ADA accessibility, and fire detection and suppression measures present in each division. These notes were transferred to the evaluation forms (Appendices B and C). The team also recorded the conditions of each division through extensive digital photographic documentation.

Once the tour concluded, the group met again in the conference room to complete the evaluation forms. The questionnaires had been provided to the Schomburg Center staff in advance of the appointment and they had substantially completed both questionnaires before the evaluation team arrived. The evaluation team reviewed the completed questionnaires with the Schomburg staff and augmented data as necessary. Since Messrs. Santos, Morena, and LaPilla had other obligations in the afternoon, the architectural questionnaire was completed first. After their departure, the collections management questionnaire was completed. Ms. Yancy provided the team with copies of pertinent policies and information.

Dr. Dodson also mentioned that NYPL, and thus the Schomburg, was also part of the Research Collections and Preservation Consortium (ReCAP) in Princeton, New Jersey. The consortium, located on the Forrester Campus of Princeton University, is a high-density, environmentally controlled shelving facility jointly owned and operated by Columbia University, NYPL, and Princeton University. This facility provides the Schomburg with additional storage space for its collections. Although it is a remote facility, the consortium provides retrieval of materials within 24 hours via twice-daily deliveries to New York City. Dr. Dodson indicated that an evaluation of the ReCAP facility could be arranged. Initial plans to do so were made; the team then departed from the Schomburg Center.

The evaluation team conducted the on-site visit to the ReCAP facility on July 22, 2004. Ms. Eileen Henthorne, the executive director of the ReCAP facility, met with the MCX evaluation team, Ms. Drew and Mr. Atchley, at the facility. They were joined by Ms. Yancy of the Schomburg Center. A tour of the facility was conducted immediately since Ms. Yancy had other commitments in New York in the afternoon.

The evaluation team recorded notes and captured digital images of the facility during the tour. After Ms. Yancy's departure, the team met with Ms. Henthorne to review the questionnaires, which had been provided to her the week prior to the appointment. Information was augmented and altered as required. Procedures for the evaluation were identical to those conducted at the Schomburg Center.

Detailed results of the architectural evaluations are provided in Chapter 4 of this report. Tables 2 through 4 summarize the team's findings on environmental control measures, security measures, and fire detection and suppression measures in each of the divisions and the consortium facility. Although the ReCAP facility does not currently curate archaeological or osteological items, the storage conditions required for library, archival, archaeological, and osteological collections are very similar. The ReCAP facility would be an acceptable solution to the storage of any of the ABG collection components (i.e., the library materials, the archival collection, the archaeological material remains, and the osteological samples).

Table 2.
Environmental Control Measures Present in Collection Storage Areas

Division	Temperature			Humidity	
	HVAC	Monitor	Control	Monitor	Control
MARB	X	X		X	
P&P	X	X	X	X	X
GR&R	X	X		X	
A&A	X	X	X	X	X
MIRS	X	X		X	
ReCAP	X	X	X	X	X

Table 3.
Security Measures Present in Collection Storage Areas

Division	Motion Detectors	Intrusion Alarm	Window Locks	Limited Access
MARB			No windows	X
P&P		X	No windows	X
GR&R			No windows	X
A&A	X	X	No windows	X
MIRS			No windows	X
ReCAP	X	X	No windows	X

Table 4.
Fire Detection and Suppression Measures Present in Collection Storage Areas

Division	Smoke Detectors	Heat Sensors	Alarm	Wired to Fire Dept.	Sprinklers
MARB	X	X	X	X	
P&P	X	X	X	X	X
GR&R	X	X	X	X	
A&A	X	X	X	X	
MIRS	X	X	X	X	
ReCAP	X	X	X	X	X

Detailed results of the collection-management questionnaires are also provided in Chapter 4 of this report. Table 5 summarizes the registration procedures established in each division and in the ReCAP facility. Table 6 summarizes the established written policies and procedures for these same organizational units. Because neither the Schomburg Center nor the consortium facility currently curates archaeological or osteological materials, there are no registration procedures or written policies in place

Table 5.
Registration Procedures

Division	Accession Files	Location Information	Cross-Index Files	Site-Record Admin.	Database Mgmt.
MARB	X	X	X	n/a	X
P&P	X	X	X	n/a	X
GR&R	X	X	X	n/a	X
A&A	X	X	X	n/a	X
MIRS	X	X	X	n/a	X
ReCAP	X	X	X	n/a	X

*n/a means not applicable.

Table 6.
Written Policies and Procedures

Division	Minimum Standards	Access and Use Policy	Loan Policy	Deaccession Policy	Inventory Policy
MARB	X	X	X	X	
P&P	X	X	X	X	
GR&R	X	X	X	X	
A&A	X	X	X	X	
MIRS	X	X	X	X	
ReCAP	X	X	n/a	n/a	n/a

*n/a means not applicable.

that address these types of materials. In addition, since the ReCAP facility is a satellite storage facility, the policies of the Schomburg Center and NYPL apply to those items stored at ReCAP.

The above tables indicate that the Schomburg Center for Research in Black Culture is a strong candidate for the curation facility of the ABG collection. When compared to the standards set forth in *The Curation of Federally Owned and Administered Archeological Collections* (36 CFR Part 79), the Schomburg Center meets or exceeds virtually all minimum requirements regarding architectural components, policies and procedures, and staffing. The deficiencies noted are by no means insurmountable, and the positive aspects of partnering with this institution make it an attractive choice as the designated curation repository for the ABG collection.

Chapter Synopsis

This report provides information on several aspects of the curation and management of the African Burial Ground Collection. Chapter 1 provides a general introduction of the project, its objectives, and how these objectives were realized. Chapter 2 provides an introduction to the *The Curation of Federally Owned and Administered Archeological Collections*, 36 CFR Part 79, and its basic requirements. Chapter 3 includes a more detailed discussion of the requirements of 36 CFR Part 79. Chapter 4 provides a narrative of and reports the findings of the repository evaluation conducted at the Schomburg Center for Research in Black Culture. And finally, Chapter 5 enumerates the recommendations to GSA on the long-term curation and management of the African Burial Ground Collection.

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Schomburg Center for Research in Black Culture

Howard Dodson
Bobbi Yancy
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South Street Seaport Museum

Diane Dallal

Staten Island Institute of Arts and Sciences

Patricia Salmon

Studio Museum in Harlem

Mallory Simms

Chapter 1

Introduction

In December 2002 GSA contacted the U.S. Army Corps of Engineers, St. Louis District's Mandatory Center of Expertise for the Curation and Management of Archaeological Collections (MCX) to identify, locate, assess, and create a management plan for the long-term curation of the associated records generated from investigations conducted at the African Burial Ground in New York City. Toward those ends, the MCX proposed a phased approach consisting of a feasibility study, a condition assessment, the creation of a field catalog for all the records compiled, generated, or created during the course of investigations at this important historic cemetery, and the creation of a management plan.

Report Composition

The feasibility study, the condition assessment, and the field catalog are presented in a single report, provided separately. The feasibility study briefly covers the topics for the identification of a long-term curation facility and the requirements for complying with *The Curation of Federally-Owned and Administered Archeological Collections* (36 CFR Part 79). This regulation is provided in Appendix A. More specific discussions on these topics are provided in this report.

The purpose of this management plan is to provide GSA with guidance regarding the disposition and long-term curation of the African Burial Ground Collection. Up to this point, documents produced for GSA by the MCX have been chiefly concerned with coalescing, stabilizing, and describing the collection. Once these three goals have been achieved, the collection must be archivally processed and described

so that component parts of the collection are not lost through neglect or mismanagement. GSA's goal in the long-term curation should be twofold: preservation and access. Preservation consists of those activities that minimize the deterioration of a resource. Access is the act of making a resource available for study, examination, and dissemination. At times, these two goals can be in conflict. With increased access, documents receive more handling and can be damaged or lost. Keeping the resource safe, however, keeps the information locked away, unused. But with considered planning the preservation and access goals can be brought to balance, achieving the preservation of the collection while also making it available to scholars, researchers, and the community at large.

The facility chosen to house the African Burial Ground collection should offer the ability to ensure both of these things. There are many requirements that must be met for a facility to effectively protect a collection while offering it to as wide an audience as possible. The guidance offered here will address those items, policies, and actions that should be available to the African Burial Ground Collection.

Description and Scope of the ABG Collection

The bulk of the African Burial Ground Collection consists of archival materials—documents recorded on paper, photographic stock, electronic media, and the like. The projected extent is 500 linear feet of archival records in multiple record formats. In

addition to the archival component of the collection, there is also a significant amount of archaeological material remains. Although the personal artifacts were re-interred with the human skeletal remains in October 2003, there remain approximately 200 cubic feet of artifactual materials that were recovered from non-burial contexts. These materials require long-term curation as well since they are an integral part of the resources generated under the investigations conducted at the African Burial Ground site. The third and final component of the collections consists of approximately 60 cubic feet of osteological samples retained for future study.

This project focused primarily on the documentation collection, but was revised to also address the requirements of the material remains and osteological samples. The supplemental agreement specified that the archaeological associated records would be the entirety of the ABG archival collection. Archaeological associated records are those generated during an archaeological investigative effort and usually include five basic categories of documentation: administrative records, background records, field records, analysis records, and report records. All of these categories are present in the ABG archaeological associated documentation under the investigations conducted in the Bioanthropological and Archaeological Components of the ABG project.

During the preliminary phases of the project, St. Louis District soon discovered that the archaeological records were but a limited part of the documentation that had been generated by multiple organizations during the years of the investigations. With this very limited scope, the Historical Component of the project would be irretrievably lost almost immediately. Further research made it apparent to MCX that the ABG project represented much more than a simple archaeological excavation, and documentation existed that recorded all of the myriad facets of the ABG project.

Combined with these preliminary findings was the fact that significant documentation had been lost during the tragic events of September 11, 2001. Typically many archaeological associated documentation collections are incomplete by the time of archival processing. Documents are frequently mislaid or discarded over the lifespan of a project. In the case of ABG, however, an unforeseen disaster struck and documents were lost in the wreckage of

the World Trade Center. The ABG project, unique in so many ways, proved to be unique in this as well. Because of the number of entities involved in the project, duplication existed that might enable the reconstruction of a significant portion of that which was lost.

St. Louis District archival staff recognized these opportunities and suggested that the original scope of the ABG archival collection be modified. GSA recognized the value of the available documentation not only for its importance as a cultural resource, but also for what it represented to the historical record as well. The supplemental agreement was modified to include both the archaeological associated documentation and those documents generated under all GSA contracts negotiated in the investigations and activities at the ABG site. This expanded scope of collections then was applied to the condition assessments conducted by MCX.

A brief description of the basic categories, or series, of documents included in the scope of this project is provided below. Categories (a) through (e) are those typically found in archaeological associated records collections while categories (f) and (g) are unique to the ABG collection.

(a) Administrative Records: Records that deal with the administration of the project. These may include, but are not limited to, correspondence, planning, notes, contracts, contract modifications, proposals, scopes of work, antiquities permits, 106 compliance, National Register of Historic Places information, and crew information.

(b) Background Records: Records that are essential to understand the background of the resource including, but not limited to, deeds, survey plats, census records, historical maps, historical correspondence, diaries, ledgers, oral histories, and past excavations in the area. These sources may include both primary (i.e., archival) and secondary (i.e., published) source material.

(c) Field Records: Records created by or pertaining to work done in the field including, but not limited to, site forms, field notes, field drawings, field maps, photographic materials, sonar images, site profiles, and test pit data.

(d) Analysis Records: Records created by or pertaining to work done during analysis of the material remains recovered from an archaeological site including, but not limited to, computer-generated materials and catalog records.

(e) Report Records: Records generated in summarizing, describing, and reporting the findings of an investigation. These include, but are not limited to, draft reports, draft notes, reviews and review commentaries, all revisions, and appendices.

(f) Project and Supporting Documentation: Records and documents that cover all aspects of the African Burial Ground project and its various component parts, not just the archaeology. These include, but are not limited to, the commemorative stamp initiative, signs, commissioned and utilized artwork, the re-interment, the memorialization, education and interpretation, steering committee activities, descendent community contacts and links to interested parties and related collections, meetings, correspondence, presentations, and symposiums.

(g) Museum Records: These are records that describe and outline the care and maintenance of any artifacts or documentation (including photographic, electronic, and other formats) pertaining to or originating from the African Burial Ground archaeological investigation. These records can include, but are not limited to, conservation, preservation, processing, exhibiting, and treatment records.

Because the archaeological records form such a crucial portion of the overall documentation for this project, it was decided that this set of records should be included in a much larger collection of documents, and this larger collection be treated as a singular entity. This report therefore, addresses all of the documents identified, both archaeological records and those records describing other activities at the African Burial Ground. The descriptions provided above are very general and each one will be separated into smaller discrete units, or sub-series.

Finally, the MCX assessment team found documents and materials that were pertinent to the historical record of the African Burial Ground project but did not strictly fall under the General Services Administration's contractual responsibility. Documents of this type included secondary source

materials such as published articles, newspaper and journal articles, photocopies of archival research materials found in foreign repositories, and collections created about the site and project by private individuals. The following options, or a combination thereof, are recommended to address this situation.

(1) Attempt to convince the creator of these records to donate the records to GSA for inclusion in the ABG archival collection. Process these materials with the rest of the ABG archival collection.

(2) An alternative to option (1) would be to convince the creator to donate his or her materials separately to the same curation facility holding the ABG archival collection. This would mean the curation facility would be responsible for processing, arranging, indexing, cataloging, referencing, cross referencing, and curating these additional materials.

(3) Recommend strongly that these materials be reproduced and the copies be included with the ABG documentation collection, as well as a reference in the finding aid directing the researcher to the location of the originals.

(4) If the above options are impossible, make a reference entry of these materials (i.e., their location, the responsible point of contact, and a summation of informational content) in the archival finding aid created for the ABG archival collection.

Implementing the above options will allow for several innovative developments generally not possible with most collections. The first of these is the ability to re-create the scientific investigation using the documentation. Second is the possibility of re-creating the investigation "virtually" (i.e., in a digital format). The third potential use is that future analysis techniques may be applied to the raw data retained by this project. In this way, the collection continues to add to the scientific knowledge base. Last, by incorporating as many available documents as possible, a more complete historical perspective will be produced, thus facilitating the collection's ease of use and its usefulness well into the future.

Methods

With dozens of potential partners in the greater New York City area, the St. Louis District needed an evaluation process to identify and assess potential

partners. A three-step process was created that moved sequentially from preliminary screening and data compilation to telephonic contacts to on-site repository evaluation. During each step some potential partners were eliminated.

A potential partner is defined as an institution whose mission statement includes long-term curation of archaeological, ethnographic, anthropological, or archival collections. Thus, potential partners that do not curate archaeological collections as part of their mission were not considered. One of the most important factors considered was whether the institution embraced archaeological associated records collections as a core part of their mission, thus intimately linking the institution's continued existence with those collections. The institution also needed to be able to provide curation for archaeological material remains and osteological samples. An institution's ability to provide professional staff to assist researchers was given the same weight as its ability to provide appropriate storage space for all components (i.e., records, artifacts, and samples) of the collection.

Preliminary Screening

The preliminary screening began by compiling a master list of institutions that might be interested in being considered potential partners. Institutions were eliminated that did not have archaeological or archival curation as part of their mission, that were extremely small, and/or did not have regular hours of operation. These types of institutions would be unable to provide high-quality professional care and access to the collections, and would probably limit the use of collections by the public, educators, researchers, and GSA. Additionally, MCX staff believes that the public good is better served by an institution that can meet curation and access needs all year around through regular hours. A few institutions that were screened could not successfully carry out the needed annual maintenance tasks required to provide long-term curation services; these institutions were eliminated.

Directories published by the American Association of Museums, the American Anthropological Association, and the Society for American Archaeology were reviewed to identify institutions that curate archaeological, anthropological, ethnographic, or archival collections.

Eventually, eleven institutions were identified to be contacted; these institutions constituted the initial list. The institutions consist of public and private museums and state or federally-operated archaeological curation facilities.

Initial Telephonic Contacts

After the list was compiled, St. Louis District staff made initial telephonic contacts with individuals at these institutions. Preliminary contacts were limited to determining basic facts about the repository such as size of the repository, their scope of collections, and any special areas of emphasis/expertise. Information was provided to the points of contact on the basic composition and scope of the African Burial Ground Collection (i.e., up to 500 linear feet of records, up to 200 cubic feet of material remains, and up to 60 cubic feet of osteological samples). From there, a determination was made regarding the repository's willingness and capabilities to enter into an agreement with GSA for the long-term curation of this collection.

Additional phone calls were made to those institutions that had expressed an interest in participating in the project. During these calls, appointments for conducting the on-site repository evaluation were arranged with each participating repository. Appointments were confirmed through electronic mail communications as well as conventional mail. Copies of the two questionnaires that would be used for the evaluation were forwarded to each repository.

On-Site Repository Evaluations

For the institution that was visited, the capabilities of the potential partner were assessed. An integrated bipartite facility evaluation procedure was developed consisting of (1) a review of the existing architecture and its building systems and (2) a review of the administrative structure of the institution with respect to curation, the collections management staff, their capabilities and training, and written collections management policies and practices. The architectural and collections management evaluation was performed to determine if the institution met the minimum requirements of 36 CFR Part 79.

The architect performed a building evaluation through observation and interviews with the

institution's staff. The building evaluation focused on the general adequacy of the fire suppression system, fire detection, HVAC systems, security, building construction and structural adequacy, plumbing, building egress, handicap accessibility, regulatory and site issues, and space use. The information was recorded on a building evaluation form developed by the MCX (See Appendix B). The goal of the building evaluation was to determine the suitability of the internal systems and external structure to provide a physical environment that would ensure the proper long-term care of the ABG Collection.

The archivist collected information on the scope of collections, environmental controls, archaeological and archival collections storage, mission statement, composition of staff, record keeping, collections support services, collections management policies and administrative capabilities of the repository. Again, interviews with the staff and

personal observation were used to collect data. The review of the policies and practices provided information on the institution's internal administrative structure related to archaeological and archival collections management. Another portion of the evaluation addressed the administrative infrastructure and capabilities and a review of the institution's administrative capability, fund raising, outreach programs, possible contributions to a partnership, cooperative agreements, and budget and real estate issues. The goal of the administrative questions was to determine what each institution could contribute to such a curation partnership and what might be expected from GSA in a partnership to curate the African Burial Ground Collection. The answers permitted MCX to determine what GSA might expect from the institution with respect to shared costs, fees, and use of collections. The data was recorded on an evaluation form developed by MCX (See Appendix C).

Chapter 2

36 CFR Part 79—The Curation Regulation

The Curation of Federally-Owned and Administered Archeological Collections (36 CFR Part 79) provides general procedures and guidance for the preservation of prehistoric and historic archaeological collections under the stewardship of the United States Government. This regulation sets the standard by which all Federal government agencies must evaluate potential repositories.

While 36 CFR Part 79 is quite specific in its guidelines, it is not always very specific about details. For example, the regulation states:

The Federal Agency Official shall determine that a repository has the capability to provide adequate long-term curatorial services when the repository is able to:

- (a) Accession, label, catalog, store, maintain, inventory and conserve the particular collection on a long-term basis using professional museum and archival practices; and...(36 CFR Part 79.9)

This excerpt is fairly specific about the tasks the repository must be able to provide, yet it does not define just exactly what professional museum and archival practices are. The MCX has, over the past decade, identified the particular details required by the regulation. The evaluations developed and conducted by the MCX are based upon the regulation, but interpreted to provide more specificity so that their customers can make informed decisions when contracting with a repository for the curation of archaeological and archival collections.

Purpose of the Regulation

Section 79.1 of 36 CFR Part 79 clearly states the purpose of the Curation Regulation and is provided verbatim below.

(a) The regulations in this part establish definition, standards, procedures and guidelines to be followed by Federal agencies to preserve collections of prehistoric and historic material remains, and associated records, recovered under the authority of the Antiquities Act (16 U.S.C. 431-433), the Reservoir Salvage Act (16 U.S.C. 469-469c), sec. 110 of the National Historic Preservation Act (16 U.S.C. 470h-2) or the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm). They establish:

- (1) Procedures and guidelines to manage and preserve collections;
- (2) Terms and conditions for Federal agencies to include in contracts, memoranda, agreements or other written instruments with repositories for curatorial services;
- (3) Standards to determine when a repository has the capability to provide long-term curatorial services; and
- (4) Guidelines to provide access to, loan and otherwise use collections.

Guidelines for Selecting a Repository

Perhaps the first consideration to be weighed in the search for a repository is location. While the African Burial Ground is of national and international interest, it is very much an integral part of New York City history. A repository in New York City should be selected to ensure ready access to the people of New York. There are dozens of museums in the New York area; however, many are not equipped to house the ABG collection and for some the collection falls outside their scope of collecting. Reviewing the mission statements of museums will narrow the field of possible repositories.

The Curation of Federally-Owned and Administered Archeological Collections provides guidance on what type of repository in which Federal collections should be deposited. While there are many factors that must be considered in the selection of a repository, 36 CFR Part 79 offers the following general guidance for identifying a suitable repository for curating federal archaeological collections.

(1) When possible, the collection should be deposited in a repository that:

- (i) Is in the State of origin;
- (ii) Stores and maintains other collections from the same site or project location; or
- (iii) Houses collections from a similar geographic region or cultural area.

(2) The collection should not be subdivided and stored at more than a single repository unless such subdivision is necessary to meet special storage, conservation or research needs.

(3) Except when non-federally-owned material remains are retained and disposed of by the owner, material remains and associated records should be deposited in the same repository to maintain the integrity and research value of the collection. (36 CFR Part 79.6(b)).

Ideally, a repository in the city of New York that holds collections related to African American, New York, or colonial history should be contracted with to house the ABG collection. By fulfilling these criteria, the collection would be held in the area of its

origin and by a repository already capable of caring for collections of a similar nature.

Requirements of the Regulation

The above guidance, however, only helps an agency to narrow the potential repositories to a manageable number. There are literally thousands of museums in this country alone. Only by applying the general guidance above can an agency more readily identify a repository that may be willing to curate federal collections. Mere willingness to curate the materials, however, is not sufficient to ensure a repository will be selected to curate federal collections. The repository must also meet other standards set forth in 36 CFR Part 79. The requirements of 36 CFR Part 79 can be arranged into seven general categories.

1. Collection Processing Standards
2. Building Requirements
3. Designated Use Areas
4. Storage Units and Equipment
5. Collections Policies and Management
6. Staffing
7. Curation Agreement

Please note that the above categories do not follow the same order or format provided in 36 CFR Part 79. This report provides these categories to facilitate the detailed discussions in Chapter 3. A brief description of what topics are included in the seven categories is provided below.

Collection Processing Standards

Collection processing standards refer to those tasks involved in preparing archaeological collections for long-term care and future use. For archaeological artifacts these tasks include the following.

1. Cleaning.
2. Sorting.
3. Labeling diagnostic artifacts.
4. Bagging artifacts into 4-mil polypropylene resealable bags.
5. Labeling bags with exterior and interior labels.
6. Boxing artifact bags into archival boxes.

For archaeological associated or archival records, these tasks include the following.

1. Physical arrangement of the records.
2. Re-packaging records in appropriate archival containers.
3. Consistent labeling of new archival containers.
4. Re-boxing records in appropriate archival boxes.
5. Description, or the creation of a comprehensive finding aid.
6. Creation of a duplicate, or safety, copy of the collection.

These tasks are the same as those provided in the Feasibility Study for the ABG Collection, and the recommendations in the Feasibility Study meet or exceed the minimum standards enumerated in 36 CFR Part 79 for collection processing. For this reason, further explanation and discussion of these topics are not provided in the management plan.

Building Requirements

The regulation states that a potential repository must meet all local, county, and state building codes. Specific topics under this discussion include structural adequacy, ADA accessibility, utilities (e.g., electrical, plumbing, data/phone), environmental controls, security, fire and life safety systems, integrated pest management practices, and maintenance and housekeeping practices.

Designated Use Areas

Several tasks are performed in a curation facility. Designating areas for specified uses in the facility is a common technique used to assist with the management of collections. Some of the specific areas discussed are collections storage areas and any special requirements they may have, visitor and research areas provided for patrons using the collections, public facilities, and offices for the repository staff as well as areas maintained by the physical plant personnel to ensure smooth functioning of the building and its systems. Typically, the following dedicated use areas are found within an archaeological curation repository.

1. Holding Area for Incoming Collections

2. Registration, Accessioning, and Collection Inspection Areas
3. Artifact Processing Area
4. Records Processing Area
5. Archaeological Collections Storage Area
6. Archival Collections Storage Area
7. Hazardous Materials Storage Area
8. Artifact Conservation Area
9. Document Conservation Area
10. Research or Study Room
11. Administrative Offices
12. Security Office
13. Museum Exhibit Space
14. Reception Area and Information Desk
15. Mechanical Room(s)

Storage Units and Equipment

This category of requirements augments the discussion under the designated use areas. Again, specific equipment, storage furniture, and space configurations are often required for archival and archaeological collections. A curation repository must be able to meet or exceed the minimum standards set forth in the regulation for these items as well.

Collections Policies and Management

Ensuring the physical security of collections is just one of the requirements in 36 CFR Part 79. To properly care for the ABG collection the repository must have the capability of making this material available for research and educational uses. In order to make collections accessible to the public an institution must have intellectual control over its collections. A curation repository establishes and maintains intellectual control over its holdings by implementing policies, programs, and protocols so that the collection receives effective care. At a minimum, a facility should have the following written policies and procedures:

1. Mission Statement
2. Minimum Standards for Acceptance
3. Accession Policy
4. Records Management Policy

5. Inventory Policy
6. Loan Policy
7. Conservation Policy
8. Disaster/Emergency Plan
9. Access and Use Policy
10. Security Guidelines
11. Integrated Pest Management Plan
12. Deaccession Policy

Without these policies in place, archival and archaeological collections cannot be managed in an efficient and cost-effective manner.

Staffing

Even if a repository meets the minimum requirements of 36 CFR Part 79 regarding the building, infrastructure, and management controls, these measures are ineffective if an appropriately trained staff is not retained. The curation regulation specifies that “qualified museum professionals” must be part of a repository’s staff to be considered as an acceptable facility for curating federal collections. Typical

positions found in appropriate facilities include a curator, a registrar, and collections manager, a conservator, and an archivist, as well as security personnel and operations/custodial staff.

Curation Agreement

Finally, if all of the above criteria are met, the federal agency must negotiate a curation agreement with the curation repository. This document is a legally binding contract that enumerates the responsibilities of both the agency and the repository, and provides scheduling and budget information for the fulfillment of these responsibilities. In essence, it ensures that the resource (i.e., the collection) is maintained and cared for in the spirit and letter of the protective legislation promulgated in this country regarding these non-renewable resources.

Chapter 3

Implementation of 36 CFR Part 79

Building Requirements/Controls

The first consideration when evaluating curation repositories for compliance with the directives of 36 CFR Part 79 is the physical building that the facility occupies. The physical structure itself is examined as well as the building systems. Under building requirements the following topics should be reviewed.

1. Structural Adequacy
2. ADA Accessibility
3. Adequate Utilities
4. Environmental Controls
5. Security System
6. Fire and Life Safety System
7. Integrated Pest Management Measures

Each of these topics is addressed in further detail below.

Structural Adequacy

At the very minimum, a curation facility should be structurally sound. Windows and doors should be evaluated to ensure they do not allow gases or liquids (e.g., air and rain) to enter the building. Floors must be capable of handling the combined weight of collections and their storage units. The roof and the foundation of the building must be sound, and a careful review of these building elements should be conducted to ensure there are no cracks or leaks in either. Building and storage inspections should be conducted regularly for structural soundness according to the age of the building (once every five

years for buildings less than ten years old and once every three years for buildings older than ten years). Fire code inspections should be conducted at least twice a year by fire officials (36CFR Part 79.9(b)(3)(i) and Part 79.9(b)(3)(ii)).

ADA Accessibility

The Americans with Disabilities Act of 1990 (ADA) is a wide-ranging legislation intended to make the United States more accessible to people with disabilities. It is divided into five separate titles: (1) Employment, (2) Public Services, (3) Public Accommodations, (4) Telecommunications, and (5) Miscellaneous. The requirements of 36 CFR Part 79 include meeting the basic requirements of ADA Titles II and III. These titles include such issues as site, entrance, and building accessibility routes; ADA compliant bathroom facilities, door handles, elevators, and drinking fountains; and ADA compliant warning systems, signage, and alarms. Facilities under consideration as curation repositories should meet the minimum criteria of Titles II and III of the Americans with Disabilities Act.

Adequate Utilities

The building must meet all standards for local building codes. Electrical and plumbing building codes are particularly important due to increased chances of fires or flooding, both of which are extremely hazardous to archaeological and archival collections. Building and storage inspections should be conducted regularly to assure adherence to codes according to the age of the building (once every five years for buildings less than ten years old and once every three

years for buildings older than ten years). In addition to plumbing and electrical systems, a review of the telephone and data lines should also be conducted. Today's repository must be capable of providing reference services to individuals wishing to use the collection and it is imperative that repositories have updated telephone and data lines to effectively provide this service to visitors. The computer and the internet are invaluable tools used in everyday reference services and it is absolutely essential that the repository be capable of supporting this type of system.

Environmental Controls

Measures can be taken to slow natural deterioration by providing a sympathetic environment for the object or document. The rate of deterioration is dependent upon the inherent chemical stability of the material, in combination with external influences such as the environment, storage conditions, and handling procedures. Environmental factors that can hasten the deterioration include temperature, humidity, light, air pollutants, and biological agents. Of all the agents of deterioration, environmental control is perhaps the most important and the most difficult to achieve.

Light

Organic materials such as paper, basketry, photographs, textiles, and floral remains must be protected from ultraviolet (UV) radiation and visible light, both of which cause objects to deteriorate and speed up chemical reactions. When possible, these light-sensitive materials should be stored in closed containers, away from sunlight or direct lighting. When they must be handled or exhibited, indirect, low light levels, preferably non-UV, or with UV filters in place, should be used.

Temperature

In general, colder temperatures are best for the preservation of objects and documentary materials (55–70° F). However, maintaining collections at cold temperatures is impractical because people must use collection areas. More critical than temperature level, however, is temperature consistency. Dramatic changes in temperature, particularly those that occur frequently, are often more damaging than storage in a slightly overheated area. For example, "it has been estimated that the useful life of paper is cut approximately in half with every 10° F increase in

temperature. Conversely, with every 10° F decrease, the expected life of paper is effectively doubled" (Ritzenthaler 1993:46). However, many material classes have specific narrow temperature ranges that must be maintained for optimal storage conditions (see Dedicated Use Areas discussion below). A system of monitoring and controlling the temperature in collection storage areas must be in place to comply with the guidelines established in 36 CFR Part 79. Thermometers or hygrometers should be strategically placed in collections storage areas and read on a regular basis to ensure temperature levels are consistent.

Relative Humidity

Low or high relative humidity speeds up the rate of deleterious chemical reactions and encourages mold growth. More critical than relative humidity level is relative humidity consistency. Dramatic changes in relative humidity, particularly those that occur frequently, are often more damaging than storage in constant low or high relative humidity areas. Relative humidity is the measure of moisture in the air relative to the temperature. Archival materials, metals, and organics are very sensitive to moisture and will expand and contract with changing humidity and temperature. While this process cannot be seen with the naked eye, continuing expansion and contraction impacts organic fibers causing weak points that are susceptible to increased damage from handling. A system of monitoring and controlling the relative humidity in collection storage areas must be in place to comply with the guidelines established in 36 CFR Part 79. An HVAC (heating, ventilating, and air conditioning) system is recommended to maintain a constant, adequate storage relative humidity (30–50%). An alternative to an HVAC system is portable humidifiers and dehumidifiers that will help to maintain stable relative humidity. Hygrothermographs or hygrometers should be used to monitor the humidity level.

Airborne Pollutants

Airborne pollutants can also hasten the deterioration of archaeological materials. Gaseous pollutants such as sulfur dioxide and nitrogen dioxide combine with moisture in the air to form acids that are deposited on objects and records. These acids can cause corrosion of metals or deterioration of organic materials. Solid particulates such as dirt and dust transported through

the air cause damage through abrasive action as the archaeological materials are handled. In addition, many pollutants can leave permanent stains on objects and records. Air filtration systems can be designed to control the pollution levels from both gaseous and solid pollutants, in addition to prohibiting mold growth.

Biological Agents

Biological agents such as fungus and mold can rapidly affect the condition of archaeological materials and associated documentation through combinations of physical deterioration and chemical interactions. Fungus spores that cause mold and mildew are always present in the air. Higher temperatures and relative humidity, however, create a favorable environment for these spores to grow. These agents feed on the cellulose content of artifacts, thereby weakening and permanently staining materials. Lowering the temperature and relative humidity in storage areas significantly decreases the growth of these agents. It is important to note that even at lower temperatures, mold and mildew may flourish in areas with a high relative humidity. Of these two conditions, relative humidity is the more important factor when preventing fungus growth. Air filtration systems also assist in lessening the possibility for fungus growth. The best defense against these agents is implementation of a program that routinely monitors conditions within the storage area as well as examinations of object and record condition. Outbreaks of mold and fungus can then be treated immediately, thereby reducing the amount of physical damage.

Security Systems

Security is also a vital part of meeting the requirements set forth in the regulation. Security measures should include both detection and deterrent components. Security officials should patrol the grounds when the facility is unoccupied. Motion and sound detectors should be installed in the collection storage area and wired to the local police. Deadbolt locks should be on all interior and exterior doors and windows that lead to the collection area. Rare or valuable items should be kept in a vault, safe, or other securable cabinet (cabinet should still be monitored for proper environmental controls). The facility's security system should be inspected monthly. Access to collection storage areas should be limited to those

personnel who require access and only persons with daily business in the areas should have keys and/or security codes for those areas. Visitors should not be allowed in the collections storage area; a designated area should be available for researchers. All researchers should be monitored and a log kept of the times and records/items that were accessed. Regular inspection of at least a sample percentage of the collection should be conducted to determine whether any items are unaccounted for (36 CFR Part 79(b)(3)(iii)).

Fire and Life Safety Systems

In addition to meeting local fire codes, the repository should possess both fire detection and suppression. Dry pipe, zoned sprinkler systems are recommended for storage areas to minimize potential water damage. Please note that Halon suppression systems are not recommended because they present a major life hazard to staff and visitors. Detection systems (e.g., heat and smoke sensors) should be wired to the fire department. Minimally, fire extinguishers (ABC type) should be placed in easily accessed areas throughout the storage area and all staff trained in their proper use. Fire suppression and detection systems should be inspected at least twice a year by fire officials. As a further protection against damage due to fire, museum records (i.e., accession files) should be stored in fireproof, securable, insulated cabinets. As well as having these documents stored in a secure, fireproof cabinet, a duplicate copy (on acid-free paper or microfilm) of records should be stored in a separate location (36 CFR Part 79.9(b)(3)(ii)).

Other life safety issues should be addressed as well. For example, laboratories utilizing hazardous materials should have safety showers and fume hoods installed as well as specialized cabinets designed for the proper storage of these materials. In addition, Material Safety Data Sheets (MSDS) on chemicals used in the laboratory should be kept on file, close at hand to where the materials are used, for materials that present a potential hazard to staff or collections.

Integrated Pest Management

Pest infestation comes in many forms—insects, rodents, birds, snakes, and the like. By far the two most common are insect and rodent infestation. Insects are attracted to the cellulose in paper and to

various types of adhesives. They will eat through paper bags and boxes thus obliterating the text or image. Textiles and leather artifacts are particularly susceptible to damage done by pest. Rodents and birds often shred paper when making nests. Additionally, rodent droppings are corrosive and can leave permanent stains on paper and artifacts. Pest infestation is more likely in dark, warm, and humid environments. Partial prevention of pest infestation can be achieved by temperature and humidity control, but a professional pest management system should also be employed. Focusing on how pests enter and what they are eating can lead to prevention of pests rather than a reaction to them. Sticky traps and mousetraps should be set and checked regularly to monitor for the presence of such pests. Infestations should be treated as they occur instead of spraying preventively. Ensuring that incoming collections are pest-free is another technique used to combat these dangerous agents of deterioration.

Maintenance and Housekeeping

Another element in a proper curation facility is a regular cleaning and maintenance regime. As a further preventative of pest infestations and other potential damage to collections, regular housekeeping is a must. Trash should be emptied regularly in all areas. A custodial or janitorial staff may be utilized in general or open areas, but often cleaning and maintenance activities in the collections storage and laboratory areas are conducted by curatorial staff. Food and drink should be restricted to those areas where collections are not present (e.g., staff offices and break rooms). These actions prevent discarded food from attracting pests and accidental spillage on items in the collection (by either staff or researchers). Regular sweeping and vacuuming help contain airborne pollutants to acceptable levels.

Dedicated Use Areas

It is a common practice in curation repositories to designate specific areas for specific tasks because a variety of tasks and activities occur on a daily basis. For example, collection storage areas should be dedicated use areas where no other non-curatorial activities occur. Administrative functions are carried out in staff offices. Incoming collections are quarantined for specified periods of time to ensure no pest infestation accompanies them. Researchers

come to the facility to review both documents and objects under the care of the repository. Archival and artifact collection processing is performed on collections under the care of the repository. Certain staff engage in inventorying and checking collections to ensure all is accounted for and in good condition. Those items that have deteriorated must be treated and repaired. Large rooms and areas are used to store collections when they are not in use. Smaller storage rooms are allocated for the storage of materials with special requirements (such as photographic documentation).

Virtually every building open to the public will have the following areas designated within it: administrative offices, reception area and/or information desk, public and/or employee restrooms, and mechanical rooms. Another designated use area that is common in many buildings is a security office or kiosk. Museums, however, in addition to the use areas listed above, also typically include exhibit space and collection storage areas for those items not currently on display. With the exception of collection storage areas, the above use areas are self explanatory and require no further discussion.

Archaeological curation repositories, however, are very specific facilities designed to preserve the collections they retain. Curation facilities may or may not have exhibit areas. These facilities may be quite large in both physical size and collecting scope, or they may be small and of very specific focus areas. Regardless of the sizes of these facilities, they must accommodate the types of activities that occur in them. To accommodate these additional activities, many curation facilities have designated use areas assigned for the following tasks.

- 1) Holding Area for Incoming Collections
- 2) Registration, Accessioning, and Collection Inspection Areas
- 3) Artifact Processing and Inventorying Area
- 4) Records Processing and Inventorying Area
- 5) Collection Storage Areas
 - a) Storage of Archival Collections
 - b) Storage of Archaeological Collections
- 6) Archival Collections Storage Area

- 7) Artifact Conservation Area
- 8) Document Conservation Area
- 9) Hazardous Materials Storage Area
- 10) Research or Study Room

Before this discussion continues, however, it is important to note that many facilities simply do not have the resources to enable them to designate separate rooms for each of these activities; the list provided above is the ideal situation. Many museums and curation facilities occupy older historic buildings that have been renovated to accommodate expanded tasks. In cases such as this, physical space may be a limiting factor. It is acceptable to address these limitations by scheduling and other policy implementation.

For instance, it is preferable to have separate rooms or areas for document conservation and artifact conservation. If only one small room is available for this use, however, the room may be scheduled for document conservation one day and artifact conservation the next. If a larger room is

available, it may be possible to split the room into specific areas—one part designated for documents and the other part designated for artifact conservation. Taking the example one step further, many conservation laboratories use a variety of chemicals considered hazardous and these materials require special storage requirements. If another room is unavailable for storage of hazardous materials, it is acceptable to store these materials in the conservation laboratory in specially-designed cabinets.

The 10 designated use areas specified above are based upon the flow of collections through the repository. This flow is illustrated by Figure 1.

Holding Area for Incoming Collections

When a collection is accepted for deposit in a curation repository, it is necessary to physically transfer the collection from its current location to the repository. Many repositories have a loading dock and a holding area designated for the physical transfer of collections. The Holding Area serves as a separate space where the collection may be

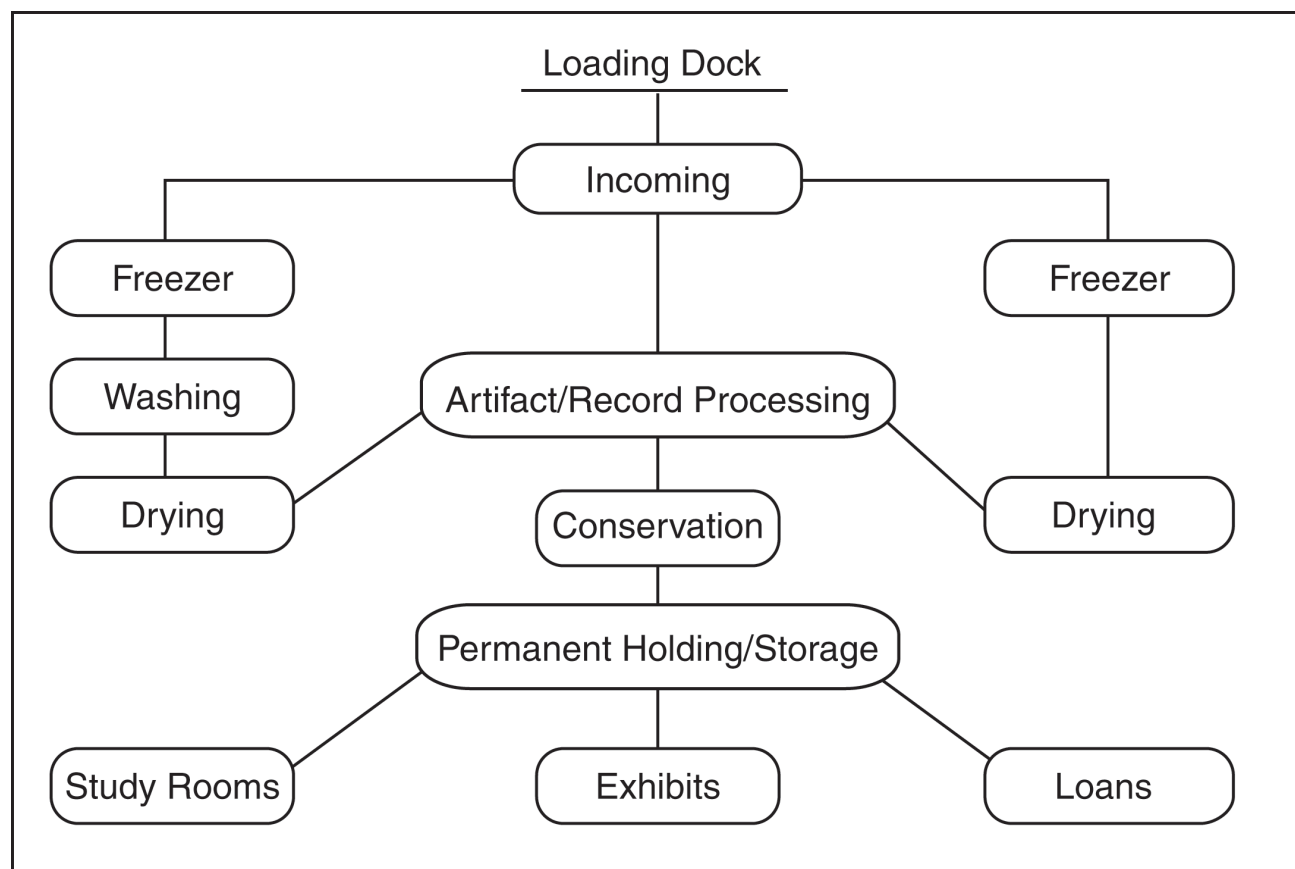


Figure 1. Flow of Collections through the Repository.

inspected for pest infestation or other problems. This area is important because it lessens the chance of bringing pests and other hazardous materials into the main collection storage areas of the repository.

Registration, Accessioning, and Collection Inspection Areas

Once a collection has been deemed free of contaminants, it must be accessioned and registered by repository personnel, usually the registrar. Accessioning is the formal act of accepting a collection for curation by a curation facility. This task is sometimes referred to as registration. Usually accessioning also involves a transfer of title, or ownership, of the collection from the donor to the repository. In the case of federal collections, however, no transfer of title occurs. The title and the accompanying stewardship responsibilities remain with the federal agencies. At the time of registration, the collection is fully inspected to check for endangered items and an initial inventory is produced. If a collection has been prepared for long-term curation, the repository must still complete the documentation and labeling necessary before a collection can be integrated into the repository's holdings. If a collection has not been prepared for long-term curation, it must be readied to go to the next step in the repository.

Artifact Processing and Inventorying Areas

Preparing material remains for long-term curation includes the following basic steps: (1) cleaning (both wet and dry techniques), (2) sorting, (3) labeling, (4) packaging, (5) cataloging, and (6) the creation of an artifact catalog. Sinks and drying areas must be available for cleaning artifacts. Tables and flat surfaces are required for sorting, labeling, and packaging activities. A computer workstation for entering information into some sort of artifact catalog is required as well. Because archaeological artifacts must often be cleaned and stabilized, this area is best separated from other activity areas, if only to contain some of the dust and dirt integral to these tasks.

Records Processing and Inventorying Areas

Just as material remains must be prepared for long-term curation, so must archaeological associated

documentation and other archival collections. Although it is often necessary to consult accompanying documentary evidence when processing archaeological collections, original records should not be physically located with artifact collections. Photocopies should be made for this use.

Many record formats (i.e., electronic, audio-visual, microformat, and photographic materials) can be severely and irreparably damaged by dust and dirt; therefore, it is imperative that archival collections be processed in a separate area. Archival processing follows many of the same steps as those used in artifact collections. Basic steps include: (1) arrangement, (2) labeling, (3) packaging, (4) stabilization activities, (5) duplication of the collection in part or whole, and (6) creation of an archival finding aid. Tables and flat surfaces are required for arranging, labeling, and repackaging activities. A computer workstation for entering information into the finding aid is required as well.

Collection Storage Areas

Perhaps the largest single dedicated use area within a curation facility is the collection storage area. This room is generally filled with shelving or other storage units (see below for discussion of storage units). This is the area where collections are stored while they are not being used for exhibits, educational purposes, or research. These areas should be windowless, secure areas where temperature and humidity can be monitored and controlled. The collection storage areas should be free of dust, dirt, pest infestation, and clutter. Additionally, access to these areas should be restricted to qualified museum personnel. Whenever feasible, archival collection storage areas should be separate from the area used for archaeological collection storage. Depending upon the type of collections held by the repository, it is often necessary to also have smaller collection storage areas for specialty items such as photographic and textile materials, which require more stringent environmental controls.

Storage of Archival Collections

There are six basic record formats (i.e., paper, oversized, photographic, electronic, microformat, and audio-visual materials) found in archival collections. Record format then refers to the media upon which

information is recorded. It is the single largest factor determining a document's survival and lifespan.

Many factors contribute to the deterioration of archival materials over time, but the two most influential factors to consider in document preservation are temperature and humidity. As temperature and humidity levels fluctuate, records expand and contract as they absorb moisture and then dry out. Rapid fluctuations in temperature and humidity cause archival collections to become brittle, to crack, to become more acidic, and cause emulsion on films to peel; they also serve to attract both pests and biological agents such as mold. Table 7 provides a summary of the recommended temperature and humidity ranges for record formats.

Table 7.
Summary of Recommended Temperature and Humidity Levels for Archival Collections

Media	Temperature	Relative Humidity
Paper	70° +/- 2°	45% +/- 5%
Oversized	70° +/- 2°	45% +/- 5%
Photographs	65° +/- 2°	30% +/- 5%
Audio-visual	65° +/- 2°	30% +/- 5%
Electronic	65° +/- 2°	30% +/- 5%
Microfilm	65° +/- 2°	30% +/- 5%

Additional agents of deterioration include ultraviolet (UV) light, dust and dirt, pest infestation (including molds and mildews), and the presence of electromagnetic fields. Table 8 provides a summary of the general effects of the other deteriorative factors described here.

Table 8.
Summary of Damaging Effects of Deteriorative Agents to Record Formats

Damaging Effects of...				
Media	UV Light	Dust	Pest Infestation	Electro-magnetic Fields
Paper	Mid	Mid	High	None
Oversized	Mid	Mid	High	None
Photographs	High	High	High	None
Audio-visual	Mid	High	High	High
Electronic	Mid	High	High	High
Microfilm	High	High	High	None

Typically, oversized and paper documents are stored together since they have the same basic storage requirements. Audiovisual, electronic,

photographic, and microfilm materials may be stored together in an area separate from that used to store paper documentation, since these formats have more stringent requirements for humidity and temperature.

Storage of Archaeological Collections

The collections storage area for archaeological collections is often the largest room in the curation repository. Large shelving units or museum cabinets take up the bulk of the storage room. Collections of material remains are composed of several different material classes, much as archival collections are composed of several record formats. Material classes describe the material the object is made of, such as: lithic, ceramic, botanical, textile, basketry, faunal, shell, masonry, metal, soil, glass, leather, and composite materials. Overall, archaeological artifacts tend to be more stable than archival collections. The same factors that cause damage in archival collections (i.e., UV light, pest infestation, temperature and humidity fluctuations) can also cause significant damage in many material classes of artifacts (see Table 9).

Table 9.
Summary of Damaging Effects of Deteriorative Agents to Material Classes

Material Class	Damaging Effects of...			
	Temperature Fluctuations	Humidity Fluctuations	UV Light	Pest Infestation
Lithics	Low	Low	Low	Low
Ceramics				
Faunal/Shell/ Human Skeletal Remains		High		
Botanical/Wood	High	High	High	High
Flotation/Soil		High		
Masonry	Low	Low	Low	Low
Metal		Medium		
Glass	Medium	Medium	Low	Low
Leather	High	High	High	High
Plastic			High	
Textiles/Basketry	High	High	High	High

Artifact collection storage areas should be kept clean and free of dust and other airborne contaminants. Although there are some differences in recommended ranges for temperature and humidity depending upon the repository's geographic area, for the eastern seaboard these ranges are: 68–72° Fahrenheit with humidity at 35% +/- 5%.

Artifact Conservation Area

One of the more frequent activities performed at a curation facility is artifact conservation. In many cases, artifacts have been damaged and need to be either stabilized or conserved. This is particularly true of artifacts that are frequently used in exhibits or educational programs. Because many of the techniques and materials used in conservation activities are considered hazardous to human life and require special handling, the conservation laboratory is usually in a separate room. If hazardous materials are used, it is highly recommended that the lab area have an emergency eye wash station and first aid kit available. A sink or running water is imperative for this area. Tables and flat surfaces are required to conduct this work, as well as specialized conservation tools. If chemicals are used in conservation activities, a fume hood or other ventilation unit should be installed.

Document Conservation Area

As with artifacts, records often require conservation to extend their useful lifespan. Document conservation activities use some of the same hazardous materials as artifact conservation and require many of the same furniture and arrangements. Again, this area is often separate from other areas due to the nature of some of the chemicals used. Again, some access to water and emergency stations is highly recommended in this area.

As mentioned in the example earlier, it is not always feasible to divide conservation activities into two separate rooms. It is permissible to have a single space dedicated to both records and artifact conservation, but these materials should be conserved separately—either by time (as in scheduling) or space (dividing the room).

Hazardous Materials Storage Area

Many chemicals are used during conservation activities and some of these are considered hazardous or controlled substances. Because of this, many repositories have designated a separate room for the storage of these materials. While this situation is preferable, it is not mandatory. If another room is not available for this use, specialized cabinets designed to store these materials safely can be purchased and placed in the conservation laboratory. Even if another room is available, a special use storage cabinet is recommended. Again, it is

imperative that emergency eye wash stations or showers and first aid stations are available in areas where chemicals are used. A material safety data sheet (MSDS) must be retained on-site for all chemicals used. A notebook or folder of the data sheets should be retained where it can be immediately referenced in the case of an emergency or accident.

Research or Reading Room

Repositories dedicated to curating archaeological collections do not simply store these collections in appropriate spaces with temperature and humidity controls. They also provide access to those collections for exhibit, education, and research use. Since collections storage areas and other work areas are restricted to patrons, it is necessary to provide an area where researchers can conduct their work. This area is typically referred to as the research or reading room. Research rooms have tables and chairs set up for patron use. Often artifact catalogs, archival finding aids, and other indexing information are placed in the research room so patrons can investigate their research questions and request collections applicable to their research. Research rooms should be monitored by staff personnel since theft is always a threat to collections of this type. In some cases two research rooms are established—one for archival collections and one for archaeological collections. Since researchers frequently request access to both artifacts and documentation, this is not common practice. Instead, repositories have established policies that help control possible damage or misfiling between the two types of collections. In today's technological era, many institutions have found it helpful to provide electrical outlets in the research room so that computers can be utilized by researchers. The use of the research or reading room allows repository staff to monitor and control the amount of materials brought to a given patron at one time, thus lessening threats to the collection from theft or mishandling.

Storage Units and Equipment

A significant amount of storage space will be necessary to curate the ABG collection. Investigations are continuing at this writing, but an estimated total extent has been calculated. The estimated extent is 500 linear feet of archival documentation, 200 cubic feet of archaeological

artifacts, and approximately 60 cubic feet of osteological samples.

Storage Units

Storage units come in a myriad of forms at varying costs. While there are many types of units available from commercial vendors, two basic arrangements typically are used by curation repositories. Artifacts are stored either in acid-free boxes that are stacked on shelving units or stored in drawers in cabinets designed for this purpose. All metal storage units (i.e., museum cabinets, file cabinets, media safes, and shelving units) used to house archaeological or archival collections should be constructed of baked enamel metal. Neither wood nor plastic is appropriate or acceptable due to outgassing concerns.

Both shelving units and cabinets usually are arranged in rows, thus creating aisles in the collection storage areas. Aisles must be thirty-six (36) inches wide. Many repositories have installed movable or compact storage units rather than fixed units, simply because of the space savings from having only a single aisle that can be moved as required to access the collections. Many repositories, if they use acid-free boxes for collections storage, specify what size boxes are acceptable. This practice is to ensure that incoming collections will fit in their storage units.

GSA owns several museum cabinets that are currently located at the Cobb Laboratory at Howard University, that could be transferred to the curation repository to house the bulk of the archaeological and osteological materials. These cabinets are in two standard sizes. One set of museum cabinets measures 57 x 40 x 38.5 inches, while the other set measures 28.5 x 49 x 44 inches. All of these cabinets may be stacked three or four high, depending upon the repository's floor load capacity and height of the ceiling in the collections storage room. It is even possible to have customized compact shelving designed and installed that will work with these cabinets. This option would greatly reduce the floor space required to store the collection. It must be noted here, however, that the use of compact shelving is completely dependent upon the maximum load weight of the floor in the collections storage area. If it is decided that these cabinets will be transferred to the curation repository, they must be thoroughly cleaned and dried before they are used for curatorial storage.

Unfortunately, these cabinets are not appropriate for storing the bulk of the archival collection. They may, however, be used to store electronic, audiovisual, microformat, and, in some cases, photographic materials. The bulk of the collection consists of paper documentation, which are not appropriate for storage in museum cabinets. The paper documentation may be housed in either acid-free boxes or file cabinets. Most repositories use standard-sized record boxes because it is easier to provide access using boxes than file cabinets. Again, boxes are then stored on shelving units and the size may be specified by the repository. There is one exception to this rule—museum records generated by the repository. The regulation, 36 CFR Part 79, specifies that museum records must be housed in fire-proof, locking cabinets. The regulation further stipulates that a complete duplicate, or safety, copy of these records be maintained in a safe, separate, secure location.

Oversized materials present the most challenges for long-term storage since they should be stored flat. One or more map flat storage units will be required to house the oversized materials in the ABG collection. Each map flat unit comes in standard sizes, typically five drawers to a unit. The oversized records in this collection represent the smallest volume of the collection, so three map units should be sufficient for storing the ABG collection. Fortunately, these units can be stacked so minimal floor space is required for storage of these materials.

Ultimately the storage unit arrangement and floor space requirements will be dependent upon the resources of the curation repository. The repository chosen to curate the ABG collection may have enough room in their collection storage areas to accommodate this large addition of materials to their holdings without adding any other storage units. If additional units are required, however, they may have to fit into an existing collections storage area where much of the floor space is already occupied by their current holdings. Appendix D presents two possible options for storage of the collection, utilizing the museum cabinets currently owned by GSA and the additional units discussed above.

Equipment

In addition to the storage units required to curate the collection, certain equipment is necessary to provide

adequate access to the collection. In considering what equipment will be required to provide access to the ABG collection, each format must be considered.

Paper requires little technology to offer access. Providing table space and chairs in the reading room is often all that is required to review paper documentation. Many repositories do not allow their patrons to bring anything other than notes and a pencil into the reading room. As researchers become more sophisticated, however, more repositories are making an effort to provide their patrons with electrical outlets and data ports so that laptop computers can be used. A photocopier is necessary to reproduce material for researchers. The regulation, 36 CFR Part 79, however, does state that a per page cost can be charged for copies made.

The photographic material in the ABG collection takes several forms. There are digital photographs, slides, prints, and negatives. Digital photographs will be discussed under the Electronic Records heading in this section. A light table will be required to view the slides and negatives. A loupe or magnifying glass is also useful for viewing images in this manner. A slide projector with extra carousels would be ideal for presentations. A scanner capable of scanning slides should be available for duplication. Arrangements for duplication of other photographic materials should be made. This may be done electronically (i.e., scanning) or by choosing a local film developer to handle such requests.

The audio-visual material that is present, although not a large portion of the collection in volume, is a significant resource. Both videocassettes and audiocassettes are present. Players for both these media types should be available so that these resources can be accessed.

The ABG collection contains a large amount of electronic material that necessarily requires hardware to access it. Floppy disks, CD ROMs, and numerous other information storage media containing various types of documents in different software (and versions) are present in this collection. Internet and World Wide Web access also represents a considerable resource that requires computers to have internet access software programs installed.

Finally, some basic equipment will be needed for artifact study. Tables should be available for

researcher study as well as trays lined with foam so that the contents of bags can be sorted and viewed more closely. For larger artifacts, form supports will be required for stabilizing and holding the artifact in place as it is studied. Rulers and sliding calipers for measuring, magnifying glass lights for close study, and gloves for researchers should be part of the standard equipment supplied by the curation facility.

Collections Policies and Management

As well as providing for the physical security of the collection housed within, 36 CFR Part 79 also specifies that a repository housing federal collections must also provide for the intellectual control of that collection. This task is accomplished primarily through the establishment and implementation of policies, protocols, and practices used in the repository to ensure the staff can effectively manage the collections and make them available for use by researchers.

1. Mission Statement
2. Minimum Standards for Acceptance
3. Accession Policy
4. Records Management Policy
5. Inventory Policy
6. Loan Policy
7. Conservation Policy
8. Disaster/Emergency Plan
9. Access and Use Policy
10. Security Guidelines
11. Integrated Pest Management Plan
12. Deaccession Policy

Mission Statement

A repository's mission statement is the formal statement of a museum or repository's area of interest. Often a mission statement will identify a period of history or geographical area that its collections represent. A museum should not accept collections that fall outside the scope of its mission statement.

Minimum Standards for Acceptance

Minimum standards for acceptance are a formalized statement by a museum or repository that outlines the steps that, at minimum, must be taken before a collection or item will be accepted into the institution. This policy should be structured to prepare collections for long-term storage and should be in accordance with guidelines provided in 36 CFR Part 79. The policy should accommodate the cleaning, cataloging, stabilizing, labeling, and storage of all artifacts and documents, if needed. Some collections will not require the full measures laid out under this policy, but the policy exists to standardize the state of the collections.

Accession Policy

An accession policy is the formal policy by which a museum or repository accepts legal obligation for an item or collection. The accession policy should outline the process by which collections are added to the repository's holdings. The process of accessioning is also referred to as "registering" the collection, and the paperwork generated from this process may also be referred to as registration or entry documentation. All incoming collections, regardless of the content (i.e., archival or archaeological), should be accessioned, or registered, when the repository accepts the collection. It is important to note here that while Federal archaeological collections may be accessioned by a repository, there is no transfer of title accompanying it. The federal agency depositing the collection remains the legal owner of the collection and retains the stewardship responsibility for the collection(s).

Generally, one accession number is assigned to a single collection, and it is used to identify all collection components: associated documentation, artifacts, and any documentation that is developed during curation of the collection. All of this information is recorded in the accession file. The accession file should include information concerning the receipt of the collection and an initial listing or inventory of the associated documentation files in the collection and notes on any conservation treatments performed on the documents. The physical location of the records collection within the repository should also be noted in the accession file, along with any known requirements for preservation or conservation treatments. A Curation History of the associated

documentation should be created, if one has not been submitted with the collection.

Records Management Policy

This is the formal policy that delineates the general administrative management concerned with achieving economy and efficiency in the creation, use and maintenance, and disposition of records. The repository is responsible for managing the archival collections deposited there. Some repositories choose to include the guidance on the management of these collections as part of their records management policy.

More traditionally, however, the records management policy addresses the establishment and maintenance of recorded information such as site files and report libraries. The records management policy should address a third set of records generated by the repository itself. During the course of day-to-day activities of a repository, a variety of documentation is generated that enables the staff to effectively manage the collections under their care. These repository-generated documents are often referred to as museum records or housekeeping files. Standard museum forms and documents such as accession records, conservation treatment forms, registration checklists, and curation histories are a few examples of typical museum records. These records allow a repository to establish and maintain intellectual control over its collections. In a practical sense, intellectual control can be defined as knowing a collection's content, characteristics, and location without having to physically search through the repository or collection.

Inventory Policy

Regular inventorying is essential for museum collections. The inventory policy is a formal policy that outlines the schedule and procedure by which periodic inventories are conducted to verify the presence and condition of items or collections. The policy must also specify who is to be contacted if any item is found to be damaged or missing during the inventory.

Loan Policy

The loan policy (sometimes combined with an exhibit policy) outlines the procedures and rules by which items may be loaned to other institutions for research or exhibition. Typically the loan policy will provide

guidelines for issues such as loan forms, length of the loan, handling of items, insurance, and condition of the items loaned. The museum should have both incoming and outgoing loan policies that cover the loan process used by the museum. Curation facilities are prohibited from loaning federal collections without the express permission of the responsible federal agency.

Conservation Policy

This policy describes potential problems with artifacts and documents, such as damage and deterioration, and the actions necessary to address such problems. This policy should also include standardized forms or other methods to record all conservation activities. The conservation policy should direct that this documentary evidence be retained in a centralized location, such as the accession files.

Disaster/Emergency Plan

An emergency management plan is of vital importance for any museum. It should provide for any number of disasters, both natural and man-made. Disasters such as tornados, hurricanes, floods, pipe-bursts, bombs, and fire should be covered; the safety of both human life as well as the collections should be considered. The disaster plan should provide guidance on the steps that should be taken after a disaster occurs to prevent or lessen damage to collections.

Access and Use Policy

The access policy (sometimes referred to as a use policy) stipulates the conditions under which the collections can be accessed by the public. A primary concern of every museum is the safety and security of its collections. A well-written research policy will help to ensure the security of those collections. This policy should state requirements for obtaining materials, if any, guidelines for handling materials, reproduction guidelines, restrictions on use, preferred citation, and the policy regarding personal belongings in the research area.

The access to federal collections, or any part thereof, may have specific restrictions placed upon it. The curation agreement negotiated between the responsible federal agency and the curation repository should provide any stipulations, should they exist. In the case of the ABG collection, one of the

components of the collection is a series of osteological samples retained for future research. Requests for this material must be restricted to those individual researchers who have received permission from GSA to utilize these samples. The Access and Use Policy for the ABG collection, particularly the osteological samples, currently is being drafted and will be delivered under separate cover.

Security Guidelines

In addition to providing appropriate facilities for the curation of archaeological collections, the repository is also responsible for the physical security of the collections within their holdings. This task is accomplished through several factors that collectively are termed security guidelines. Locks should be located on all collection storage areas and areas prohibited to the public. Security measures such as card-key access systems, motion detectors, contact point alarms, key distribution limited only to specific personnel, and the use of forms to record personnel entry and exit into restricted areas are typically part of a repository's overall security system. The security guidelines for the repository include procedures for implementing these measures. Schedules should be created for the testing of any electronic security measures, annual inventories of keys that have been assigned to personnel, and routes and times for security personnel's rounds are critical elements in a repository's security guidelines.

Integrated Pest Management Plan

An integrated pest management plan (IPM) addresses the selection, integration, and implementation of pest management methods based on predicted economic, ecological, and sociological variables. IPM can also be defined as a decision-making process that helps one decide if a treatment is necessary and appropriate, where the treatment should be administered, when treatment should be applied, and what strategies should be integrated for immediate and long-term results. Guidance on both monitoring and prevention of all variety of pests should be included in the plan. Measures such as setting sticky traps, monitoring them regularly, and documenting the monitoring process are basic elements of a successful integrated pest management plan.

Deaccession Policy

A deaccessioning policy is the formal policy that outlines the conditions under which an item or collection may be permanently removed from a museum's holdings. It also provides guidance on what methods of disposition are acceptable and outlines the steps that must be followed for an item or collection to be deaccessioned. The museum also should have a comprehensive deaccession policy, although no Federal collection may be deaccessioned.

Staffing

A major criteria required for an appropriate curation facility is providing appropriate staffing. Section 79.4, Definitions, of 36 CFR Part 79 states that federal archaeological collections must be cared for by qualified museum professionals. It further states that:

qualified museum personnel means a person who possesses knowledge, experience and demonstrable competence in museum methods and techniques appropriate to the nature and content of the collection under the person's management and care, and commensurate with the person's duties and responsibilities.

The Office of Personnel Management of the federal government provides information on educational and experience levels necessary for the different positions and their levels. Most curation repositories and museums employ professionals with particular expertise such as curators, registrars, collection managers, conservators, and archivists. Depending upon an institution's resources, these positions may be filled by part-time, full-time, or contract employees. In some cases a single individual may fulfill more than one function in the day-to-day activities of the repository. For example, sometimes the curator or archivist also serves as the registrar of a repository. The following discussion provides some general descriptions of these museum professionals and the roles they play in curation activities.

Curator

The curator of a museum or curation repository is the person charged with the procurement, care, and research of a collection. He or she is the subject matter expert in the discipline of the collection, and is

responsible for policies and procedures for loans, attribution, authentication, research, and publication, as well as for exhibition of objects. The curator also participates in exhibit planning and monitors the care and security of objects in storage and on exhibition. He or she may have administrative responsibilities such as overseeing the work of the conservator, registrar, collections manager, etc. Frequently the curator possesses either a doctorate or masters degree with a concentration in the discipline of the museum's specialization.

Registrar

The registrar controls the flow of information about the collections and is responsible for the development and enforcement of the museum's collection policy and procedures. This individual is responsible for the registration, accessioning, and cataloging of museum collections, performing movement and storage of collection items, documenting incoming and outgoing loans and working with insurance and shipping companies on loans. Information systems for which the registrar is responsible include, but are not limited to, forms, legal documents, acquisition files, condition reports, loans, packing, shipping, storage, inventory, and insurance.

Collections Manager

The collections manager is responsible for managing all aspects of collections care by following and implementing accepted museum standards for processing and cataloging incoming material, data entry, maintenance of systematic order, and routine care and conservation. The collection manager maintains the physical condition of the collection. He or she is directly involved with the collection, preparation, and storage of the objects (organization of storage, environmental controls, security, stabilization and preventive conservation, administration of collection facilities, dissemination of information about collection to staff, public, and researchers). Collection managers typically possess a bachelors or masters of arts degree in museum studies with museum training desired.

Conservator

Conservators restore and conserve items belonging to museums, galleries, and owners of cultural property. This field has a wide range of specialties such as document conservation, photograph conservation,

artifact conservation, textile conservation, and works of art on paper conservation, just to name a few. It is not uncommon for museums and curation facilities to employ a single conservator who examines items, performs general conservation activities, and recommends some items to be conserved by specialists. Conservators generally possess a masters or doctorate of arts with specialized training in conservation. In many curation repositories, a full-time conservator is not retained on staff. When conservation needs arise, the curator then contacts a conservator with the desired specialty skills and contracts with this person on an as-needed basis.

Archivist

The role of an archivist is to plan and organize systems and procedures for the safekeeping of records and historically valuable documents. The archivist manages and maintains collections and helps to make them more accessible and available to a wide range of users. The archivist oversees the management of the institutional archives (i.e., museum records). This individual performs appraisal, arrangement, cataloging, conservation, and archival processing (i.e., preparation of collections for future use and long-term curation) as well as provides visitor services and support of other museum activities that use the archives. Archivists participate in research activities based on archival materials. They develop policy and/or procedure and directly manage the acquisition, disposition, and safekeeping of archival materials. Archivists typically possess a bachelor or masters of arts degree in history or library science.

Other Repository Personnel

In addition to the above museum professionals, curation repositories also employ others who contribute to the overall function of the facility. Without individuals such as security personnel, custodial staff, administrative support staff, and others, no museum or repository would be able to function effectively. It is also important to note that many repositories depend upon volunteers to assist with the day-to-day activities conducted in the facility. The added value and contributions of support personnel and volunteers are often hard to gauge.

Preparation of Collections for Long-Term Curation

The regulation, 36 CFR Part 79, also provides guidelines on how archaeological collections (both artifacts and associated documentation) should be packaged for long-term curation. This topic was addressed in the African Burial Ground Archives Project Feasibility Study and Condition Assessment for General Services Administration, and therefore will not be reiterated here.

Curation Agreement

Most federal agencies do not have either the mission or resources to design, build, and manage curation facilities. This fact, however, does not excuse them from their curation responsibilities. Sections 79.6 through 79.9 in the regulation provide guidance to federal agencies on securing curatorial services so that they can comply with the directives of federal legislation and regulations.

Section 79.6 is entitled “Methods to secure curatorial services” and provides information on the different vehicles a federal agency may use to secure curatorial services. Included among these are cooperative agreements, memorandums of understanding, memorandums of agreement, and contracts or purchase orders with an individual repository. This section also provides guidance on where federal agencies may seek assistance in identifying an appropriate facility.

Section 79.7 is entitled “Methods to fund curatorial services” and provides specific guidance on what types of services or activities may be funded by a federal agency. These include funding for the construction, lease, upgrade, expansion, and maintenance of a curatorial facility and cost-reimbursable contracts with existing curatorial facilities. Contracts may be funded for the conduct of annual inspections to ensure compliance; the initial processing, packaging, accessioning and cataloging of the collection at the repository; and annual maintenance fees.

Finally, Section 79.8 is entitled “Terms and condition to include in contracts, memoranda and agreements for curatorial services.” This section provides guidance on specific requirements needed for a federal agency to secure curatorial services

with a third party. It also specifies what terms and conditions must be met if the collection is recovered from property owned or controlled by Native American groups or individuals.

In sum, many alternatives are available to federal agencies that wish to secure curatorial services to ensure their compliance with federal legislation and directives. An example of one such mechanism is provided in Appendix E.

Chapter 4

Schomburg Center for Research in Black Culture

Site Description

The Schomburg Center for Research in Black Culture, established in 1925, is one of four research libraries in the New York Public Library (NYPL) system. The system is operated by the Astor, Lenox, and Tilden Foundation, which is a private foundation that receives city, state, federal, and private funding. As part of the NYPL, the Schomburg Center is subject to the policies and protocols of that entity and governance by the NYPL Board of Trustees. Policies specific to the resources managed by the Schomburg Center, however, have also been created and are in effect. This unique situation provides the Schomburg Center with many resources unavailable to smaller institutions. For example, the Center does not maintain a conservation laboratory since NYPL has a centralized Preservation Division that provides conservation tasks to all NYPL Research Libraries.

The property is owned by the city of New York and is located at 515 Malcolm X Boulevard in Harlem in the Manhattan Borough of New York City. In actuality, the Schomburg Center is a complex of three buildings—the McKim Building, the Langston Hughes Building, and the Schomburg Building (see Figure 2). A fourth building, the Countee Cullen Branch Library, is adjacent to the Langston Hughes Building in the complex is operated by NYPL, but it is not a part of the Schomburg Center. A courtyard partially separates the McKim Building and the Schomburg Building. The McKim building was originally built in 1911 as a Carnegie Library. This building has three stories above ground and one below. The Langston Hughes building serves as the auditorium and theater for the Center. The Langston

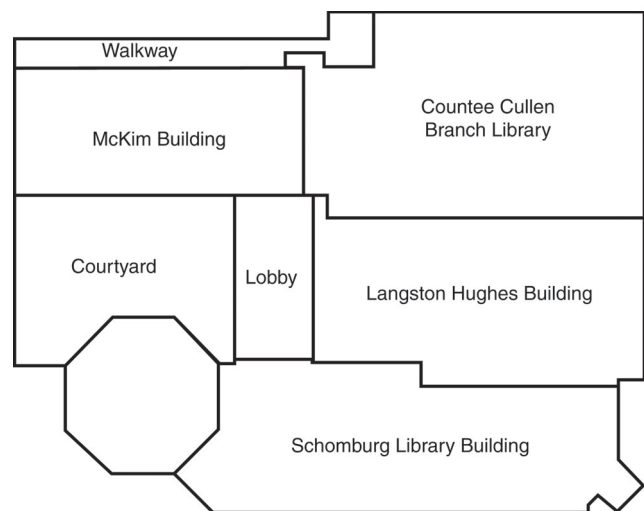


Figure 2. Schomburg Center for Research in Black Culture.

Hughes Building includes the auditorium and one floor below grade that will become the Scholars-in-Residence Center. The Schomburg Building houses the bulk of the Center's collections and has four stories above grade and one below. Access between the three buildings is provided via a central lobby area located beside and overlooking the courtyard.

The Center is located two blocks from the nearest police station, one and one-half blocks from the nearest fire station, and directly across the street from the nearest hospital. Entrance to the New York City Subway System are but a few feet from the entrance to the Center. Street parking is available for patrons, as are a few spaces in the visitors parking lot at the hospital.

Administrative Structure

Administratively, the Center is divided into six divisions—(1) the Public Affairs and Development Division, (2) the Manuscripts and Rare Books Division, (3) the Photograph and Prints Division, (4) the General Research and Reference Division, (5) the Art and Artifacts Division, and (6) the Moving Image and Recorded Sound Division. The Public Affairs and Development Division provides the extensive outreach and education initiatives conducted by the Center. The remaining five divisions are dedicated to the preservation of a specific record or material format. Each division maintains its own offices, processing areas, reading room, and collection storage area. While each division maintains its own processing rules and protocols, it works in cooperation with the other divisions to ensure seamless access to the collections under its care. Further detail on each division is provided below.

Architectural Components

The Schomburg Center has begun major renovations to their buildings. Many of these renovations include plans to upgrade conditions in individual divisions, but several upgrades are planned in public areas of the facility as well. To date, only the renovations in the Photograph and Prints Division have been completed. This division, however, sets the standards for future renovations in the other division areas. Improvements planned in the renovations include but are not limited to: creating a zoned HVAC system allowing each division to control the environment based upon its specific requirements, increasing security and fire suppression measures in the building and in individual divisions, upgrading the lighting in several key areas, modifying the elevators for ADA compliance and improving handicapped accessibility throughout the facility, and upgrading the collection storage units. These renovations are scheduled to begin in 2004 and are expected to be completed in the spring of 2006. It is important to note here that many of these renovations are based upon plans to arrange dedicated use areas (such as divisions and support areas) more efficiently.

Manuscripts and Rare Books Division

The Manuscripts and Rare Books (MARB) division is located on the second floor of the Schomburg Building. When entering the division, the first room encountered is the MARB reading room. In the reading room there are tables and chairs, a microfilm reader, a photocopier, the division's card catalog index, and bookshelves. The reading room has several windows, is decorated with many works of art, and provides a pleasant atmosphere for patrons visiting the division. A reference service area, separated from the reading room by a counter, is located just off the reading room. Assigned reference staff provide assistance to patrons from this area and do not leave the area if any patrons are present. A security camera is located just above the main entry door, and a manual fire alarm and an emergency phone are located just outside the reference service area. On the opposite side of the reference service area is the door leading to the processing area where staff process collections for patron use.

The processing area currently is under minor renovations to expand the floor space to accommodate additional staff. This renovation will increase the floor space all the way to the wall of the building. The wall is lined with windows that have been fitted with shades to prevent damage to the collections from ultraviolet light. Staff have arranged desks in this area to serve as their individual work stations. There are no walls or system furniture. The division curator's office is a separate room located by the processing area. Accession and administrative files are maintained in the processing area in a series of standard file cabinets. These cabinets lock but are not fireproof.

The door to the collection storage area is located at the back of the processing area. Access to this room is restricted to authorized personnel, and the door is secured via a keyed knob lock. The collections storage area consists of one full level and a metal-framed mezzanine level that is almost as large as the first level. Collections are stored in boxes of varying sizes on fixed metal shelves. A location guide is on the wall near the entrance of the storage room. A temperature and humidity monitoring log is posted near the vault door in the back of the storage room on the first level. The vault is a space with additional security measures designated for the storage of rare books. An electric "dumb waiter" is

located in the area to facilitate the movement of collections in the storage room. Storage of oversized material is provided by map flat units located in one corner of the room. Currently the collection storage area appears a bit cluttered, but this situation will be rectified soon when redundant materials scheduled for deaccessioning will be removed from the storage area.

Lighting is provided by overhead fluorescent fixtures, but all bulbs have been fitted with ultraviolet (UV) sleeves. There are no traditional windows in the collection storage area, but a small part of the wall on the mezzanine level has a series of glass blocks in the wall. These blocks do not, however, allow sunlight into the collections storage room. Recent upgrades to the telephone and data lines are obvious. In some cases, the suspended acoustical tile has been cut to allow access to systems above the ceiling. Since the area is scheduled for renovation soon, replacing these tiles is not a priority. Fire extinguishers, manual alarms, and audiovisual alarms are located on both levels of the storage room, as are smoke and heat detectors. A sprinkler system, however, is not present. Plans for renovations do not include a sprinkler system since water damage is considered a more serious threat to the collections than the outbreak of a fire. Compact shelving is being considered as an alternative to create more storage room in this area, but analysis of the floor load capacity has not yet been completed. Environmental controls in this area are limited because it is still on the building's central system. Planned renovations include the installation of a zoned HVAC system that will allow MARB personnel to control humidity and temperature in their division.

Photographs and Prints Division

The Photograph and Prints (P&P) division is located on the third floor of the Schomburg Building, down the hall from the administrative offices of the Center. This division has been completely renovated and has fully-updated systems. Prior to the renovations, this division was housed in the basement level of the Langston Hughes building. There is a keypad access unit beside the entrance to the Photograph and Prints Division that is wired into the security system. The door is kept locked at all times. During business hours patrons ring a bell to gain access to the reading room.

Upon entering the division, patrons enter through the reading room. Small storage lockers have been built into one wall to give patrons a place to secure their belongings since no personal items other than a pencil are allowed in the area. A reference service area is located adjacent to the reading room and an opening with a counter enables patrons to consult with staff members regarding their requests. This area is staffed whenever any patrons are present in the reading room. The reading room has one wall of windows but they have been shaded to limit the amount of UV light in the room. Tables have been arranged along this wall and a computer workstation is provided for patron use. Overhead incandescent lighting is augmented with fluorescent lighting. Audiovisual fire alarms are located near the exit to the reading room. Security cameras have been installed to monitor activities in the room and motion detectors wired into the security system have been installed throughout the division space. A door located next to the reference service area leads to the processing area for the division.

The processing area is a single room where several workstations have been created by arranging desks. Supplies are housed in shelving units separating individual workstations. Audiovisual fire alarms are located in the processing area. A cataloging station is located down a narrow hallway lined with file cabinets containing the division's finding aids, use files, and administrative paperwork. File cabinets are of standard size and are locking, but not fireproof. The door to the collection storage area is located toward the back of the processing area. This area is restricted to authorized personnel and is secured with a door knob lock. Another keypad access unit, however, is located just inside the storage room.

In the collection storage area, compact shelving units have been installed to maximize storage space. Prints are stored in archival boxes of varying sizes. The new HVAC system, which allows division personnel to monitor and control the environment, is located in the storage room. Logs used for recording temperature and humidity monitoring are posted underneath the keypad unit. A disaster wheel providing instructions on what to do in emergency situations also is posted on the wall near the security unit. A series of map flats providing storage for oversize photographic materials is located behind the

HVAC unit. Fluorescent lights are installed in the storage area, but UV filtering sleeves are in place. No windows are present in this room. A sprinkler system has been installed in the collection storage room as well as smoke and heat sensors. Two fire extinguishers are present in the room.

General Research and Reference Division

The largest division, in both staffing and the extent of the collections under their care, is the General Research and Reference (GR&R) division which occupies the entire cellar floor and the fourth floor of the Schomburg Building. The cellar floor plan is divided into three large use areas: the reading room, staff and reference areas, and microfilm and computer services. The fourth floor is the collection storage area for GR&R.

Access to the GR&R Division is achieved through either the elevator or stairway. Upon descent the first area encountered is a reference desk with staff work space situated behind it. These two areas are separated by a hard wall. Turning immediately right, double doors (propped open during business hours) lead into the reading room. The reading room is located in the octagonal part of the Library building. Five of the reading room walls are lined with bookshelves. One wall contains the double entry doors, another wall provides egress to the courtyard, and the last wall leads to the reference service desk, which is staffed at all times during business hours. All entrance to the courtyard from the street has been locked and barred so the exit doors serve as an emergency exit only. Tables and chairs have been provided for patron use. The reading room actually encompasses not only the cellar floor but also most of the first floor because the ceiling has been left open. On the first floor a gallery has been created along all eight walls, but the center area is left open. From the first floor, visitors can look down into the reading room of the GR&R division. Lighting is provided by both fluorescent and incandescent units dropped from the high ceiling. A sprinkler system is present as well as a manual alarm located near the courtyard exit. Fire extinguishers have been installed in the room and fire alarms are both aural and visual. Security cameras monitor all activities in the reading room.

On the opposite end of the building is the microfilm section. The Schomburg Center has one of the most extensive collections of Black newspapers and serials in the world. Most of this collection has been reproduced on microfilm due to the short lifespan of most papers used in newsprint. In addition, microfilm has the additional advantage of providing access to these valuable documents on a remote basis through inter-library loan and digital technology. Original microfilm master films are created on silver halide preservation microfilm that is retained off-site in an environmentally controlled vault by Iron Mountain Records Company. Diazo copies of the microfilm are used at the Schomburg Center and for inter-library loan requests. Several long tables have been arranged in the microfilm reading area. Microfilm readers are located on these tables as are computer workstations connected to the NYPL online databases. Microfilm readers have been digitally networked and printouts from these machines are available from a printer located in one corner of the room. The Center charges a per page fee to help cover costs of equipment maintenance. The microfilm area also houses a reference service area and a glass-walled area for visiting scholars' use. Current renovation plans include the creation of a visiting scholars center in part of the cellar level of the Langston Hughes Building. The microfilm area has been equipped with a sprinkler system, manual fire alarms, and audiovisual fire alarms. A fire hose is located in a stairwell just outside the microfilm area. Emergency evacuation procedures and routes are posted prominently in public areas and all emergency exits are easily identified.

The collections storage area for GR&R is located on the fourth floor of the Schomburg Building. Access to this area is limited to authorized personnel and can be achieved only by using the elevator. To provide additional security, a mesh cage has been installed with a locking gate that prohibits patrons from inadvertently wandering into this restricted area. The gate is locked at all times, and only authorized personnel have keys to the area. Directly in front of the elevator is a central area designated for Center staff conducting cataloging and collection maintenance tasks for the division. Large compact shelving units occupy most of the floor space on the fourth floor. In addition, other storage units have been arranged against the walls in the

room. There are no traditional windows in the collection storage area, but glass blocks that allow a little sunlight into the room are present. The roof was replaced approximately six months ago, but one of the drains on the roof leaked after the new roof was installed. Tarps have been hung above the compact shelving units to prevent damage to the collections if there are additional problems. Fire extinguishers are located throughout the collection storage area and audiovisual fire alarms are present. Emergency exits are clearly identified. Motion detectors were noted as an additional security measure. A sprinkler system is not present, nor do there seem to be any plans to have a comprehensive fire suppression system installed in this area.

Monographs, serials, and microformat comprise the bulk of the collections stored in this area, although some overflow from other divisions was noted by the assessment team. Planned renovations should accommodate some of the need for additional storage space required by other divisions. Materials are stored according to size to maximize current space. Individual items are labeled with a bar code that corresponds to another bar code indicating the shelf location. Shelf locations are fixed in the electronic system and items are reshelfed in their designated locations. There was a fair amount of clutter observed in this area, but most of this was created by materials awaiting deaccessioning. These materials, once deaccessioned, will be removed from the storage area.

Art and Artifacts Division

The Art and Artifacts (A&A) division is located on the second floor of the McKim Building. Access to the division is gained by going to the first floor of the Library Building and proceeding through the lobby area overlooking the courtyard. From there, patrons may take the elevator to the second floor of the McKim Building. The door to this division is secured by a button combination lock. This door leads directly into the division's reading room and processing area.

The reading room has been arranged to accommodate both patrons conducting research and division staff processing collections. A large table and accompanying chairs have been placed along one wall next to the card catalog. Three desks are arranged in separate corners of the room to create work space for staff members. Two separate offices

are accessed through the reading room. Along the last wall and toward the fourth corner of the room is the door to the collection storage area. Lighting is provided by fluorescent tubes installed in the acoustical tile ceiling. Large windows are located on one wall, but they are shaded to prevent damage from UV light. A sprinkler system, heat and smoke detectors, and audiovisual fire alarms were noted in the reading room. Patrons must knock to gain access through the reading room door, which is always locked and is accessible to division staff via a code..

Items under the care of the Art and Artifacts division are housed in a room adjacent to the reading room. The door to this area is locked at all times. In addition, a security system with both motion detectors and contact points has been installed. A keypad access unit is located just inside the room. Division staff are able to control the environment in this area through the HVAC unit. The collection storage room has heat and smoke detectors installed, but a sprinkler system is absent. Lighting is provided by fluorescent tubes installed in the acoustical ceiling. There are no windows in the collections storage room.

Items in the collection are stored in a series of locking museum cabinets (Delta), some with glass doors and some constructed exclusively of metal. These cabinets house the Center's impressive collection of ethnographic items. Larger items such as posters and textiles are stored in several map flat units located in the back of the room. Larger textiles have been rolled on tubes and hung. Artwork, such as paintings, is stored on mesh wall units that run on tracks.

Moving Image and Recorded Sound Division

The Moving Image and Recorded Sound (MIRS) division is located directly above the Art and Artifacts Division, on the third floor of the McKim Building. This division was closed at the time of the assessment, so a tour of this division was not provided. According to the Center's director, Dr. Howard Dodson, this division is currently undergoing a major reorganization, and he felt a tour would prove to be disruptive. He stated, however, that its configuration (i.e., reading room facilities and collection storage area) was very similar to that of the Art and Artifacts division. This division maintains

audio-visual equipment at the court level (cellar) so their collections may be accessed by patrons.

Research Collections and Preservation Consortium (ReCAP)

The Research Collections and Preservation (ReCAP) Consortium is located on the Forrestal Campus of Princeton University in Princeton, New Jersey. This facility was designed and constructed in 2002 specifically as a storage facility for library and archival materials. The design is unique, and many institutions (such as Stanford University) have used it as a model for constructing similar facilities across the world. It is remarkably simple in design, consisting of a central processing area and adjoining modules used for storage (see Figure 3). It is a state-of-the-art facility with modern shelving, a fully integrated security system, full environmental controls, and complete fire detection and suppression systems. The processing area and three modules are

complete and in operation while construction of module four continues. Plans for expansion include the construction of an additional eleven modules for a total of fifteen modules for storage and curation.

The processing building consists of the following areas: a lobby area, staff offices, restrooms, the reading room, a conference room, the break room, a staff locker room, a supply room, a computer room, a mechanical room, loading docks, and the processing workroom. Entry to the facility is through a set of double doors. The security system consists of a combination of contact points and motion detectors as well as badge sensors for entry into the building and other areas. The only areas that do not require a badge or key are the break room, some administrative staff cubicles, and the restrooms. This facility is not open to the public or researchers except by special arrangements. A reading room is available for researchers to use in the few cases that

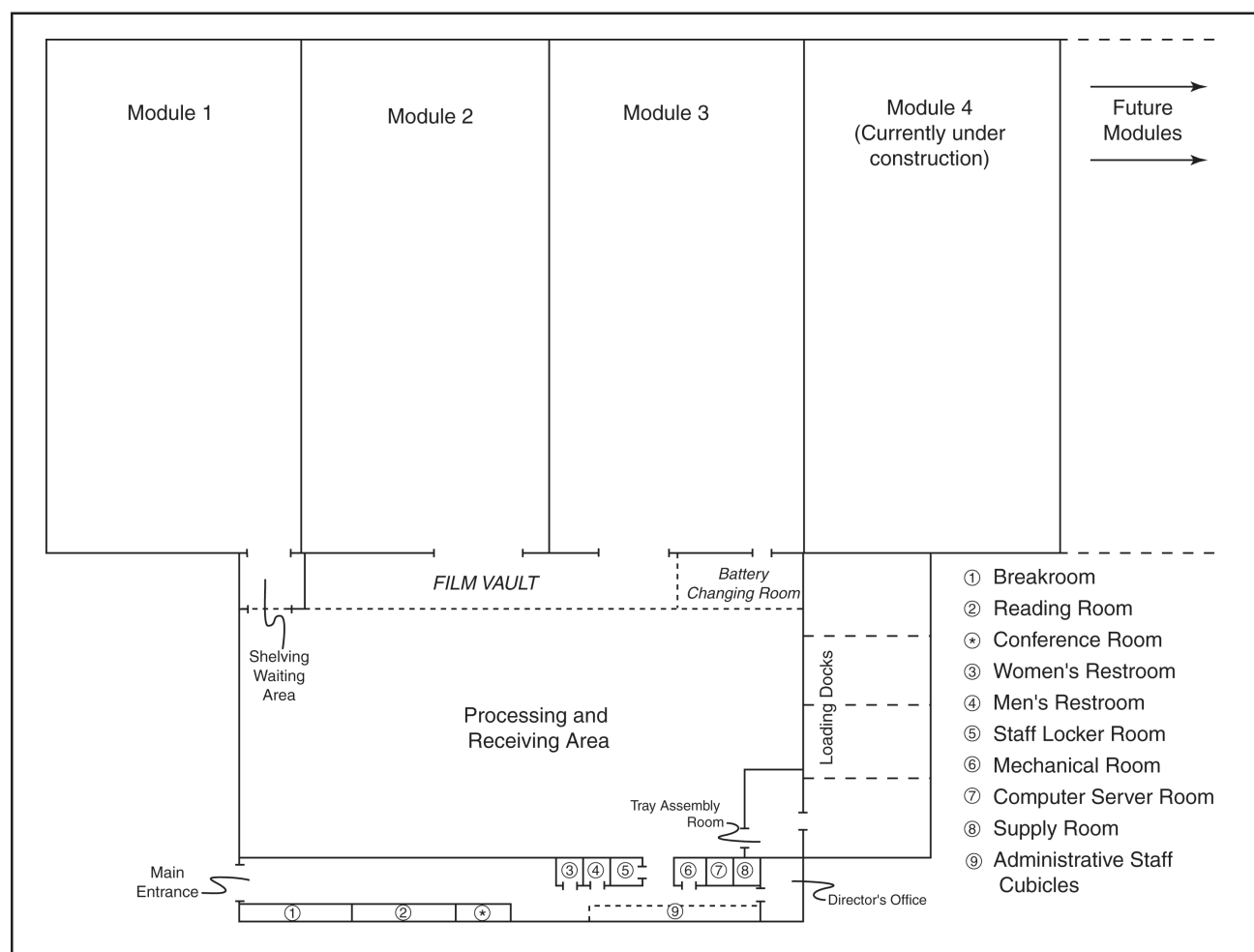


Figure 3. The Research and Collection Preservation (ReCAP) Consortium Facility.

an item is deemed too fragile to leave the facility. Special arrangements must be made in all such cases.

The processing workroom is one large area that has been separated into different stations for different activities. One large room, the tray assembly room, is located to the side of the processing workroom and also has access to the loading docks. There are four loading docks—two for small vans and two for large tractor trailers. Doors separate each of these areas and locks are engaged on all doors. All areas are restricted to authorized personnel.

The different stations in the processing workroom are based upon the flow of materials in and out of the facility. Materials are received at the loading dock on wheeled gondolas constructed of plywood. The gondolas are moved from the docks into a waiting area in the processing workroom. Each library is responsible for ensuring that each item has been assigned a bar-code number, which is applied to the exterior of the item. Items without a bar code are returned to the source library. Storage trays of differing sizes (17 standard sizes are used at this time) are assembled in the tray assembly room. Staff bring empty trays, loaded on gondolas, and scan the bar codes on the trays into the inventory control system before the trays have been loaded. These trays are left in the batching station for immediate use. A gondola of newly received materials is then brought to the batching station. At the batching station, items are placed in trays according to size. Once a gondola has been completely loaded, it is moved to the next station.

Once batched, the gondolas of loaded trays then proceed to the accessioning station. At this station an accession work order form is created for each tray. Each item's individual bar code is scanned into the control system along with the bar code of the storage tray. These numbers are recorded on the work order form. The work order form accompanies the loaded trays as they proceed through the accessioning process.

The gondolas proceed to the verification station where all items and trays are scanned again. The inventory system automatically reports any discrepancies. From this area, the trays are placed on specially designed book carts to await shelving in the waiting area. These book carts have been modified

on the bottom so that they can be raised by a forklift. The shelving waiting area is an area that is between the processing workroom and the storage modules. It is secured by two sets of double doors. This area was created as an additional security area and also to limit the effects of constant temperature and humidity changes from items being moved from the processing workroom to the storage modules.

Staff move the book carts to the storage area and place the trays on the appropriate shelves (according to size). Shelf locations have been assigned and are labeled with a bar code. As a tray is placed in its appropriate location, the shelf address bar code is scanned into the inventory control system along with the tray bar code. In this way all information encoded in the bar codes is linked by the system for easy retrieval. Once all trays have been shelved, the accession work order form goes to the final station where the information is scanned and filed for the last time. The original work orders area retained permanently after accessions have been completed.

All rooms in the processing area use unfiltered fluorescent lighting, but no item remains in this area for more than 72 hours. Smoke detectors and heat sensors are located throughout the area. A sprinkler system is also in place throughout the processing area. Audiovisual fire alarms and manual fire alarms are located throughout this part of the facility. Security measures are in place on all interior and exterior doors, and motion detectors are located throughout the area. All doors and walls are fire rated for three hours. Temperature and humidity levels are controlled via the integrated HVAC system for the modules and the processing area. Temperature is targeted at 68° Fahrenheit with a humidity of 25%. Pest-management activities include both rodent and insect traps used for monitoring. Regular spraying occurs on the exterior of the building and in the dock areas. These measures are in place throughout the collection storage areas and the processing area. Pest management is provided by Princeton University personnel.

The collection storage areas, or modules, are large areas where fixed shelving units have been placed in long aisles. Shelving aisles consist of 37 units, each measuring 56 inches by 36 inches by 30 feet. All shelving is adjustable to accommodate

any tray size. Modules are separated by large overhead doors. Each module is humidity and temperature controlled and has an individual monitoring device that automatically adjusts the environment. The temperature is maintained at 50° Fahrenheit with a humidity of 35%. If the temperature fluctuates more than 5° or the humidity more than 5%, alarms will sound. Alarms are monitored by three entities—the Plasma Physics department located nearby, the campus police and fire departments, and the nearest township’s police and fire departments. The HVAC system is digitally connected to the vendor. If any discrepancies are noted, staff inform the vendor who then makes necessary adjustments to the system via internet connections. The present sodium arc lighting is currently being upgraded to include motion detectors. The type of lighting will not change, but the amount of time that the lighting will be activated will be significantly reduced by this renovation. A completely integrated fire detection and suppression system is installed. Detection measures include smoke and heat detectors. Suppression measures include fire extinguishers and a sprinkler system. The sprinkler system consists of overhead sprinklers as well as face sprinklers that are installed in the shelving units every ten feet. In addition, all walls and doors are constructed of three-hour, fire-rated material. Security measures are installed on all doors within the storage area. The sides of the modules facing the processing area include a large open space that can accommodate staff, items to be shelved, and the forklifts used to reach the higher shelves.

In module two, located across from the shelving rows, are two additional rooms separated by large overhead doors. The first of these rooms is used to charge Consortium’s forklifts. Also in this room are three large disaster kits maintained by the staff. The second room is the Film Vault. This room is used to store materials, primarily film, that require more stringent environmental controls. Again, fixed shelving units have been installed to store sensitive materials. The temperature in the vault is 35° Fahrenheit with a humidity of 35%. This area is monitored the same as the storage areas, and alarms will sound if these measurements alter more than 5° or 5%. It is important to note that nitrate moving-picture film is stored in the Film Vault. This material generally is considered a fire hazard but is much more stable at lower temperature and humidity levels.

The same measures of fire detection and suppression, as well as security, are in place in this area.

Architectural Summary

The Schomburg Center currently meets most of the minimum standards promulgated in *The Curation of Federally Owned and Administered Archeological Collections* (36 CFR Part 79). All divisions monitor the temperature and humidity levels in their storage areas and some of them have control of their environment through a zoned HVAC system. Minimal security (i.e., limited access and door locks) is present in all collection storage rooms and, in some cases, motion detectors and contact point security systems are present as well. All lighting, whether fluorescent or incandescent, is filtered against UV light, and windows, if they are present, have been shaded to provide additional protection against this deteriorative agent. Not all areas are ADA accessible, but at least one handicapped restroom was noted. Smoke and heat detectors were observed throughout the buildings, but adequate fire suppression was absent in some divisions. Manual fire alarms, emergency phones, and audiovisual fire alarms were present throughout the buildings. Placards depicting emergency egress from the buildings were posted in strategic locations throughout the Center. At least minor upgrades to the security systems, HVAC systems, fire suppression systems, and ADA accessibility issues are required in most of the divisions, but currently scheduled renovations will address virtually all of these deficiencies. The Center is striving toward upgrading its facilities and services to maintain the excellent standard of services provided to patrons.

Once renovations have been completed, only one issue will remain—fire suppression. Not all divisions currently scheduled for renovation have plans to install a sprinkler system in their individual collection storage area. While 36 CFR Part 79 states that sufficient fire suppression components must be present in collection storage areas, it does not explicitly state that a sprinkler system is the only option to provide this coverage. Many libraries, archives, and museums have opted against the installation of sprinkler systems simply because they believe the threat of water damage to their collections is greater than that presented by fire. Other measures such as more and larger fire

extinguishers installed in collection storage rooms are legitimate alternatives to a wet- or dry-pipe sprinkler system.

Collections Management Components

Scope of Collections and Mission Statement

The mission of the Center is to collect, preserve, and provide access to resources documenting the experiences of peoples of African descent throughout the world, with emphasis on people of African descent in the Western Hemisphere. The Schomburg Center is the leading institution in the nation in its documentation of African-American history and culture. Its collection includes documentation of the black experience in colonial New York and the Americas. The Schomburg's collection on the black experience in New York City is exemplary.

Collections Storage Areas

Each division maintains its own collection storage area, processing area, and reading room. In some cases, there is a significant amount of materials to be deaccessioned (most of these items have been reformatted to archival microfilm), but these are scheduled for disposition soon. Once these materials have been removed, significant space will be made available in collection storage areas. While the Schomburg Center does not currently curate archaeological collections, these materials could be accommodated by the Art and Artifacts division, which has an extensive collection of ethnographic items received from private donors.

In addition, the Schomburg Center (via the NYPL) is a member of the Research Collections and Preservation (ReCAP) Consortium. This facility is located in Princeton, New Jersey, and has significant space available to the Center for off-site storage of its collections. The ReCAP facility currently houses both archival and library materials, but could accommodate archaeological and osteological materials as well with minor modifications.

Environmental Controls

All divisions monitor humidity and temperature in their collection storage areas using digital readers or sling psychometers. Monitoring activities include

recordation on standard log forms. Not all divisions currently have control over their environment, but scheduled renovations will rectify this situation by installing zoned HVAC units in each division.

Pest Management

The Schomburg Center does not have a written Integrated Pest Management Plan. It does, however, have a contract with a pest management company that sprays the public areas of the facility twice a month and on an as-needed basis. During certain seasons when pests are known to be particularly active, additional pest management measures are applied. Sticky traps are the primary monitoring measure. No pests were noted by the assessment team during the evaluation. Incoming collections with potential pest infestations are isolated in a room located on the second floor of the Library building. If fumigation is required, arrangements are made to have this conducted off-site.

Housekeeping

Housekeeping staff clean public areas and offices twice daily. Cleaning of collection storage areas is the responsibility of individual divisions; staff conduct cleaning activities on an as-needed basis.

Range of Support Facilities for Collections

The Center does not maintain a conservation laboratory in its facility since an excellent centralized Preservation Division maintained by NYPL is readily available. In addition, a contract with the Northeast Document Conservation Center (NEDCC) is currently in place with NYPL and provides additional conservation resources to the Center.

NYPL also provides the Center with Information Technology support for its computers and cataloging system. Cataloging information from the four research libraries is captured in a system called CATNYP which is integrated into NYPL's general library catalog. NYPL information technology staff are responsible for maintaining the system, backing it up on a regular basis, and retaining the journal tapes.

Composition of Staff

Most of the professional staff employed by the Center are librarians or library assistants. The staff of each division have specialized training in the care

of the particular format under their division's responsibility. In some cases, such as in the Moving Image and Recorded Sound division, library staff are augmented by audiovisual specialists and engineers. The Director of the Schomburg Center is Dr. Howard Dodson, who is supported by a variety of administrative and clerical staff as well as the division curators, who are classified as either assistant directors or assistant chief librarians. The Center also maintains a housekeeping and janitorial staff as well as a separate security staff. The Public Affairs and Development division employs professional staff such as editors, exhibit planners and coordinators, research coordinators, and other professional managers. In addition, over one hundred (100) volunteers dedicate their resources to the Center. Only one staffing element is missing—an archaeologist or collections manager with archaeological collections experience. Since the Schomburg currently does not curate any archaeological collections, this situation is not really an omission.

Administrative Record Keeping and Storage

The Center does not employ a central registrar. Instead, these activities are conducted by individuals within each division for the collections under its care. Each division maintains its own set of accession and donor files, finding aids, and catalogs. Accession files are housed in locking file cabinets stored in individual division processing areas. The finding aids and catalogs created by each division, however, must be linked to indicate items from a single collection. These links are established and maintained by use of a separation record by personnel in all divisions, as required. Additionally, each division enters collection information into Machine Readable Cataloging (MARC) records that are provided to national library cataloging systems such as OCLC and NUCMAC. Each division enters this data into the MARC record appropriate for its particular record format (i.e., Archives and Manuscripts, Sound Recordings, Sheet Music, Video Recordings, etc.). In this way access to their holdings is provided to users around the world. Each division is working to upgrade its internal catalogs and finding aids to computer-based systems.

Associated Archaeological Documentation and Storage

Since the Center curates no archaeological collections, no associated records collections are present. If the Center chooses to accept archaeological associated records collections, however, they will be treated as traditional archival collections addressed by each division as required.

Collections Management Policies

The Center has established many of the policies required by 36 CFR Part 79, including a written mission statement, accession policies (by division), minimum standards for acceptance (by division), loan policies and procedures (by division), access and use policies (by division), a disaster/emergency plan, security guidelines, and a deaccession policy. All loans must be approved by the Committee on Research Libraries. There is no written Integrated Pest Management Plan or a centralized inventory policy. Individual divisions determine what, if any, inventorying activities occur. The Schomburg does not have any policies established on archaeological collections management since they do not curate these types of collections. If the Schomburg is designated as the curation repository for the African Burial Ground collection, these policies must be developed.

The Research Collection and Preservation (ReCAP) Consortium has no collections management policies for its facility. Since ReCAP serves as a remote storage location for its three owners—Columbia University, the New York Public Library, and Princeton University—collections management policies are not required for its operation.

Administration

Only the NYPL Board of Trustees can enter into a curation agreement with the General Services Administration. The director of the Schomburg Center may serve as the liaison between these two agencies and make recommendations to the Board regarding this decision.

Public Outreach and Education

The Public Affairs and Development division provides the extensive outreach and education initiatives conducted by the Center. The Center

conducts a year-round agenda of public programs inspired by the resources in its research collections documenting the history and culture of Africa and the African Diaspora. The program schedule includes forums, symposiums, conferences, performing arts presentations, film screenings, and exhibitions, as well as special events such as the Junior Scholars Program. In addition, the Center has developed a very robust web site, and its Digital Schomburg program offers a variety of resources to its internet patrons.

Collections Management Summary

The Schomburg Center is a Research Library and is dedicated to the preservation of written materials from both primary and secondary sources. The policies and practices of the Center reflect this focus. Currently, there are no policies or protocols regarding archaeological collections simply because it does not curate collections of this type. The Center does, however, have a significant collection of artwork and ethnographic artifacts in its Art and Artifact division. The Schomburg Center is a strong candidate for

partnering with the General Services Administration and would bring its formidable expertise, complementary collections, and resources to a curation agreement.

Conclusions

The Schomburg Center for Research in Black Culture has a strong foundation that readily could be expanded to include the archaeological and osteological components of the African Burial Ground collection. A better suited repository for the secondary sources (i.e., much of the documentation currently held by the Office of Public Interpretation and Education) and archival components of the ABG collection would be difficult to find. The ABG collection would complement the resources already under the Center's care. The MCX recommends that the Schomburg Center be designated the curation facility for the African Burial Ground collection and a curation agreement be negotiated with the Center as soon as possible.

Chapter 5

Recommendations

Once all investigations of the ABG site have been completed, GSA must maintain the resulting archaeological collection according to the standards directed by federal legislation and regulations, specifically *The Curation of Federally-Owned and Administered Archeological Collections* (36 CFR Part 79). Maintaining the collection, however, is simply not enough to satisfy their stewardship responsibility. Not only must the collection be cared for in a specific manner, it is imperative that the collection be made available to future users. Because the collection was recovered from federal property, it is part of the public trust, and these requirements are in force in perpetuity. Since GSA does not have curation and museum tasks under their mission, they do not have the internal expertise or resources to care for the ABG collection in the manner prescribed. The simplest and most economical solution to this problem is to partner with an institution capable of caring for the collection.

Finding an institution that is willing and capable of curating archaeological collections up to the standards cited in the curation regulation can be an imposing challenge. The sheer volume of the ABG collection (over 700 cubic feet total) deterred many potential partners. Put simply, many repositories contacted did not have the physical space to store this amount of material. The necessity of finding a repository capable of accepting all the components of the ABG collection (i.e., archival materials, archaeological material remains, and osteological samples) within the geographic confines of New York City further limited the number of repositories able to accept the collection for curation.

Fortunately, the MCX identified one repository within these geographic boundaries both willing and able to curate the entire ABG collection. The Schomburg Center for Research in Black Culture meets most of the requirements proscribed in 36 CFR Part 79. The ABG collection falls well within its scope of collections and mission statement and would be a welcome addition to its current, complementary collections. The Schomburg Center is a well-known and prestigious research library that would provide excellent service to those researching the ABG site investigations.

The Schomburg Center already has policies, staff, and appropriate storage areas to accommodate the archival component of the ABG collection, which composes the bulk (i.e., 500 cubic feet or 69%) of the total collection. Currently the Schomburg Center does not curate archaeological or osteological materials, and it does not have expertise in archaeological collections management; however, it does have similar items in its ethnographic collection. Additional training or staffing in archaeological collections management would rectify this deficit. Once this is accomplished, the appropriate policies (i.e., registration procedures, accession policy, inventory policy, minimum standards of acceptance, and access policy) could be developed for the archaeological and osteological components of the ABG collection.

As far as the physical conditions evaluated at the Schomburg Center, planned renovations will rectify all but one deficiency, that of fire suppression. As discussed in Chapter 4, a sprinkler system is not

the only fire-suppression solution. As long as sufficient fire-suppression measures are present, the requirements of 36 CFR Part 79 will be met. Even the timing for the renovations seems fortuitous. The collection will not be ready for deposit until, at the earliest, 2007. The Schomburg Center's renovations are scheduled for completion by the close of 2006.

Finally, the ReCAP facility is an additional resource the Center can utilize. This facility exceeds the minimum requirements provided in 36 CFR Part 79 for security, environmental controls, fire detection and suppression measures, and pest-management measures. ReCAP is ideally suited to curate all

component parts of the ABG collection. Since module 4 is currently under construction and future expansion is planned, this facility has the storage space to accommodate even a collection of this size.

In summary, the Schomburg Center for Research in Black Culture, despite the identified deficiencies, is an acceptable candidate to partner with GSA to curate the ABG collection. The deficiencies noted here are relatively minor and can be rectified readily, while the positive attributes the Schomburg Center would bring to a partnership make it a viable choice as the curation repository for the ABG collection.

Appendix A

Curation and Management of Federally-Owned and Administered Archeological Collections

36 CFR Part 79

**CURATION OF FEDERALLY-OWNED AND
ADMINISTERED ARCHEOLOGICAL COLLECTION**

SUMMARY: This final rule established definitions, standards, procedures and guidelines to be followed by Federal agencies to preserve collections of prehistoric and historic material remains, and associated records, that are recovered in conjunction with Federal projects and programs under certain Federal statutes. This action should ensure that federally-owned and administered collections of prehistoric and historic material remains, and associated records, are deposited in repositories that have the capability to provide adequate long-term curatorial services. Issuance of this rule fulfills the Secretary of the Interior's obligations under the National Historic Preservation Act of 1966 and the Archaeological Resources Protection Act of 1979 to issue such regulations.

EFFECTIVE DATE: Copies of this final rule have been transmitted to the Committee on Energy and Natural Resources of the U.S. Senate and to the Committee on Interior and Insular Affairs of the U.S. House of Representatives. This final rule took effect on October 12, 1990.

FOR FURTHER INFORMATION CONTACT: Department consulting Archeologist/Archeological Assistance Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127; telephone (202) 343-4101 or FTS 343-4101; fax (202) 523-1547; Internet: WASO-AAP@NPS.DOL.COMPUSEV.COM.

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36 CFR Part 79, Section 79.1**PART 79 - CURATION OF FEDERALLY-OWNED AND
ADMINISTERED ARCHEOLOGICAL COLLECTIONS****Sec.****79.1 Purpose.****79.2 Authority.****79.3 Applicability.****79.4 Definitions.****79.5 Management and preservation of collections.****79.6 Methods of secure curatorial services.****79.7 Methods to fund curatorial services.****79.8 Terms and conditions to include in contracts, memoranda and agreements for curatorial services.****79.9 Standards to determine when a repository possesses the capability to provide adequate long-term curatorial services.****79.10 Use of collections.****79.11 Conduct of inspections and inventories.****Appendix A to Part 79 - Example of a Deed of Gift.****Appendix B to Part 79 - Example of a Memorandum of Understanding for Curatorial Services for a Federally-Owned Collection.****Appendix C to Part 79 - Example of a Short-term Loan Agreement For a Federally-owned Collection.****Authority:** 16 U.S.C. 470*aa-mm*, 16 U.S.C. 470 *et seq.***Section 79.1 Purpose.**

(a) The regulations in this part establish definition, standards, procedures and guidelines to be followed by Federal agencies to preserve collections of prehistoric and historic material remains, and associated records, recovered under the authority of the Antiquities Act (16 U.S.C. 431-433), the Reservoir Salvage Act (16 U.S.C. 469-469*c*), sec. 110 of the National Historic Preservation Act (16 U.S.C. 470*h-2*) or the Archaeological Resources Protection Act (16 U.S.C. 470*aa-mm*). They establish:

- (1) Procedures and guidelines to manage and preserve collections;
- (2) Terms and conditions for Federal agencies to include in contracts, memoranda, agreements or other written instruments with repositories for

curatorial services;

(3) Standards to determine when a repository has the capability to provide long-term curatorial services; and

(4) Guidelines to provide access to, loan and otherwise use collections.

(b) The regulations in this part contain three appendices that provide additional guidance for use by the Federal Agency Official.

(1) **Appendix A** to these regulations contains an example of an agreement between a Federal agency and a non-Federal owner of material remains who is donating the remains to the Federal agency.

(2) **Appendix B** to these regulations contains an example of a memorandum of understanding between a Federal agency and a repository for long-term curatorial services for a federally-owned collection.

(3) **Appendix C** to these regulations contains an example of an agreement between a repository and a third party for a short-term loan of a federally-owned collection (or a part thereof).

(4) The three appendices are meant to illustrate how such agreements might appear. They should be revised according to the:

- (i) Needs of the Federal agency and any non-Federal owner;
- (ii) Nature and content of the collection; and
- (iii) Type of contract, memorandum, agreement or other written instrument being used.

(5) When a repository has preexisting standard forms (e.g., a short-term loan form) that are consistent with the regulations in this part, those forms may be used in lieu of developing new ones.

Section 79.2 Authority.

(a) The regulations in this part are promulgated pursuant to sec. 101(a)(7)(A) of the National Historic Preservation Act (16 U.S.C. 470a) which requires that the Secretary of the Interior issued regulations ensuring that significant prehistoric and historic artifacts, and associated records, recovered under the authority of sec. 110 of that Act (16 U.S.C. 470h-2), the Reservoir Salvage Act (16 U.S.C. 469-469c) and the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm) are deposited in an institution with adequate long-term curatorial capabilities.

(b) In addition, the regulations in this part are promulgated pursuant to sec. 5 of the Archaeological Resources Protection Act (16 U.S.C. 470*dd*) which gives the Secretary of the Interior discretionary authority to promulgate regulations for the:

- (1) Exchange, where appropriate, between suitable universities, museums or other scientific or educational institutions, of archeological resources recovered from public and Indian lands under that Act; and
- (2) Ultimate disposition of archeological resources recovered under that Act (16 U.S.C. 470*aa-mm*), the Antiquities Act (16 U.S.C. 431-433) or the Reservoir Salvage Act (16 U.S.C. 469-469*c*).
- (3) It further states that any exchange or ultimate disposition of resources excavated or removed from Indian lands shall be subject to the consent of the Indian or Indian tribe that owns or has jurisdiction over such lands.

Section 79.3 Applicability

(a) The regulations in this part apply to collections, as defined in section 79.4 of this part, that are excavated or removed under the authority of the Antiquities Act (16 U.S.C. 431-433), the Reservoir Salvage Act (16 U.S.C. 469-469*c*), sec. 110 of the National Historic Preservation Act (16 U.S.C. 470*h-2*) or the Archaeological Resources Protection Act (16 U.S.C. 470*aa-mm*). Such collections generally include those that are the result of a prehistoric or historic resource survey, excavation or other study conducted in connection with a Federal action, assistance, license or permit.

- (1) Material remains, as defined in section 79.4 of this part, that are excavated or removed from a prehistoric or historic resource generally are the property of the landowner.
- (2) Data that are generated as a result of a prehistoric or historic resource survey, excavation or other study are recorded in associated records, as defined in Section 79.4 of this part. Associated records that are prepared or assembled in connection with a Federal or federally authorized prehistoric or historic resource survey, excavation or other study are the property of the U.S. Government, regardless of the location of the resource.

(b) The regulations in this part apply to preexisting and new collections that meet the requirements of paragraph (a) of this section. However, the regulations shall not be applied in a manner that would supersede or breach material terms and conditions in any contract, grant, license, permit, memorandum, or agreement entered into by or on behalf of a Federal agency prior to the effective date of this regulation.

(c) Collections that are excavated or removed pursuant to the Antiquities Act (16

U.S.C. 431-433) remain subject to that Act, the Act's implementing rule (43 CFR Part 3), and the terms and conditions of the pertinent Antiquities Act permit or other approval.

(d) Collections that are excavated or removed pursuant to the Archaeological Resources Protection Act (16 U.S.C. 470*aa-mm*) remain subject to that Act, the Act's implementing rules (43 CFR Part 7, 36 CFR Part 296, 18 CFR Part 1312, and 32 CFR Part 229), and the terms and conditions of the pertinent Archaeological Resources protection Act permit or other approval.

(e) Any repository that is providing curatorial services for a collection subject to the regulations in this part must possess the capability to provide adequate long-term curatorial services, as set forth in section 79.9 of this part, to safeguard and preserve the associated records and any material remains that are deposited in the repository.

Section 79.4 Definitions.

As used for purposes of this part:

(a) *Collection* means material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation or other study.

(1) *Material remains* means artifacts, objects, specimens and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve or recover a prehistoric or historic resource. Classes of material remains (and illustrative examples) that may be in a collection include, but are not limited to:

- (i) Components of structures and features (such as houses, mills, piers, fortifications, raceways, earthworks and mounds);
- (ii) Intact or fragmentary artifacts of human manufacture (such as tools, weapons, pottery, basketry and textiles);
- (iii) Intact or fragmentary natural objects used by humans (such as rock crystals, feathers and pigments);
- (v) By-products, waste products or debris resulting from the manufacture or use of man-made or natural materials (such as slag, dumps, cores and debitage);
- (vi) Organic material (such as vegetable and animal remains, and coprolites);
- (vii) Human remains (such as bone, teeth, mummified flesh, burials and cremations);
- (viii) Components of petroglyphs, pictographs, intaglios or other works of artistic or symbolic representation;
- (ix) Environmental and chronometric specimens (such as pollen, seeds,

- wood, shell, bone, charcoal, tree core samples, soil, sediment cores, obsidian, volcanic ash, and baked clay); and
- (x) Paleontological specimens that are found in direct physical relationship with a prehistoric or historic resource.

(2) *Associated records* means original records (or copies thereof) that are prepared, assembled and document efforts to locate, evaluate, record, study, preserve or recover a prehistoric or historic resource. Some records such as field notes, artifact inventories and oral histories may be originals that are prepared as a result of the field work, analysis and report preparation. Other records such as deeds, survey plats, historical maps and diaries may be copies of original public or archival documents that are assembled and studied as a result of historical research. Classes of associated records (and illustrative examples) that may be in a collection include, but are not limited to:

- (i) Records relating to the identification, evaluation, documentation, study, preservation or recovery of a resource (such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession, catalog and inventory records);
- (ii) Records relating to the identification of resource using remote sensing methods and equipment (such as satellite and aerial photography and imagery, side scan sonar, magnetometers, subbottom profilers, radar and fathometers);
- (iii) Public records essential to understanding the resource (such as deeds, survey plats, military and census records, birth, marriage and death certificates, immigration and naturalization papers, tax forms and reports);
- (iv) Archival records essential to understanding the resource (such as historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs and receipts); and
- (v) Administrative records relating to the survey, excavation or other study of the resource (such as scopes of works, requests for proposals, research proposals, contracts, antiquities permits, reports, documents relating to compliance with sec. 106 of the National Historic Preservation Act (16 U.S.C. 470f), and National Register of Historic Places nomination and determination of eligibility forms).

(b) *Curatorial Services.* Providing curatorial services means managing and preserving a collection according to professional museum and archival practices, including, but

not limited to:

- (1) Inventorying, accessioning, labeling and cataloging a collections;
- (2) Identifying, evaluating and documenting a collection;
- (3) Storing and maintaining a collection using appropriate methods and containers, and under appropriate environmental conditions and physically secure controls;
- (4) Periodically inspecting a collection and taking such actions as may be necessary to preserve it;
- (5) Providing access and facilities to study a collection; and
- (6) Handling, cleaning, stabilizing and conserving a collection in such a manner to preserve it.

(c) *Federal Agency Official* means any officer, employee or agent officially representing the secretary of the department or the head of any other agency or instrumentality of the United States having primary management authority over a collection that is subject to this part.

(d) *Indian lands* has the same meaning as in section -.3(e) of uniform regulations 43 CFR Part 7, 36 CFR Part 296, 18 CFR Part 1312, and 32 CFR Part 229.

(e) *Indian tribe* has the same meaning as in section -.3(f) of uniform regulations 43 CFR Part 7, 36 CFR Part 296, 18 CFR Part 1312, and 32 CFR Part 229.

(f) *Personal property* has the same meaning as in 41CFR 100-43.001-14. Collections, equipment (e.g., a specimen cabinet or exhibit case), materials and supplies are classes of personal property.

(g) *Public lands* has the same meaning as in section -.3(d) of uniform regulations 43 CFR Part 7, 36 CFR Part 296, 18 CFR Part 1312, and 32 CFR Part 229.

(h) *Qualified museum professional* means a person who possesses knowledge, experience and demonstrable competence in museum methods and techniques appropriate to the nature and content of the collection under the person's management and care, and commensurate with the person's duties and responsibilities. Standards that may be used, as appropriate, for classifying positions and for evaluating a person's qualifications include, but are not limited to, the following:

- (1) The Office of Personnel Management's *Position Classification Standards*

for Positions under the General Schedule Classification System (U.S. Government Printing Office, stock No. 906-028-00000-0 [1981]) are used by Federal agencies to determine appropriate occupational series and grade levels for positions in the Federal service. Occupational series most commonly associated with museum work are the museum curator series (GS/GM-1015) and the museum technician and specialist series (GS/GM-1016). Other scientific and professional series that may have collateral museum duties include, but are not limited to, the archivist series (GS/GM-1420), the archeologist series (GS/GM-193), the anthropologist series (GS/GM-190), and the historian series (GS/GM-170). In general, grades GS-9 and below are assistants and trainees while grades GS-11 and above are professionals at the full performance level. Grades GS-11 and above are determined according to the level of independent professional responsibility, degree of specialization and scholarship, and the nature, variety, complexity, type and scope of work.

(2) The Office of Personnel Management's *Qualification Standards for Positions under the General Schedule* (Handbook X-118) (U.S. Government Printing Office, stock No. 906-030-00000-4 [1986]) establish educational, experience and training requirements for employment with the Federal Government under the various occupational series. A graduate degree in museum science or applicable subject matter, or equivalent training and experience, and three years of professional experience are required for museum positions at grades GS-11 above.

(3) The Secretary of the Interior's "Standards and Guidelines for Archeology and Historic Preservation" (48 FR 44716, Sept. 29, 1983) provide technical advice about archeological and historic preservation activities and methods for use by Federal, State and local Governments and others. One section presents qualification standards for a number of historic preservation professions. While no standards are presented for collections managers, museum curators or technicians, standards are presented for other professions (i.e., historians, archeologists, architectural historians, architects, and historic architects) that may have collateral museum duties.

(4) Copies of the Office of Personnel Management's standards, including subscriptions for subsequent updates, may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Copies may be inspected at the Office of Personnel Management's Library, 1900 E Street, NW., Washington, DC, at any regional or area office of the Office of Personnel Management, at any Federal Job Information Center, and at any personnel office of any Federal agency. Copies of the "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation" are available at no charge from the Interagency Resources Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.

(i) *Religious remains* means material remains that the Federal Agency Official has determined are of traditional religious or sacred importance to an Indian tribe or other group because of customary use in religious rituals or spiritual activities. The Federal Agency Official makes this determination in consultation with appropriate Indian tribes or other groups.

(j) *Repository* means a facility such as a museum, archeological center, laboratory or storage facility managed by a university, college, museum, other educational or scientific institution, a Federal, State or local Government agency or Indian tribe that can provide professional, systematic and accountable curatorial services on a long-term basis.

(k) *Repository Official* means any officer, employee or agent officially representing the repository that is providing curatorial services for a collection that is subject to his part.

(l) *Tribal Official* means the chief executive officer or any officer, employee or agent officially representing the Indian tribe.

Section 79.5 Management and preservation of collections.

The Federal Agency Official is responsible for the long-term management and preservation of preexisting and new collections subject to this part. Such collections shall be placed in a repository with adequate long-term curatorial capabilities, as set forth in section 79.9 of this part, appropriate to the nature and content of the collections.

(a) *Preexisting collections.* The Federal Agency Official is responsible for ensuring that preexisting collections, meaning those collections that are placed in repositories prior to the effective date of this rule, are being properly managed and preserved. The Federal Agency Official shall identify such repositories, and review and evaluate the curatorial services that are being provided to preexisting collections. When the Federal Agency Official determines that such a repository does not have the capability to provide adequate long-term curatorial services, as set forth in section 79.9 of this part, the Federal Agency Official may either:

(1) Enter into or amend an existing contract, memorandum, agreement or other appropriate written instruments for curatorial services for the purpose of:

- (i) Identifying specific actions that shall be taken by the repository, the Federal agency or other appropriate party to eliminate the inadequacies;
- (ii) Specifying a reasonable period of time and a schedule within which the actions shall be completed; and
- (iii) Specifying any necessary funds or services that shall be provided by the repository, the Federal agency or other appropriate party to complete the actions; or

(2) Remove the collections from the repository and deposit them in another repository that can provide such services in accordance with the regulations in this part. Prior to moving any collection that is from Indian lands, the Federal Agency Official must obtain the written consent of the Indian landowner and the Indian tribe have jurisdiction over the lands.

(b) *New collections.* The Federal Agency Official shall deposit a collection in a repository upon determining that:

(1) The repository has the capability to provide adequate long-term curatorial services, as set forth in section 79.9 of this part;

(2) The repository's facilities, written curatorial policies and operating procedures are consistent with the regulations in this part;

(3) The repository has certified, in writing, that the collection shall be cared for, maintained and made accessible in accordance with the regulations in this part and any terms and conditions that are specified by the Federal Agency Official;

(4) When the collection is from Indian lands, written consent to the disposition has been obtained from the Indian landowner and the Indian tribe having jurisdiction over the lands; and

(3) (5) The initial processing of the material remains (including appropriate cleaning, sorting, labeling, cataloging, stabilizing and packaging) has been completed, and associated records have been prepared and organized in accordance with the repository's processing and documentation procedures.

(c) *Retention of records by Federal agencies.* The Federal Agency Official shall maintain administrative records on the disposition of each collection including, but not limited to:

(1) The name and location of the repository where the collection is deposited;

(2) A copy of the contract, memorandum, agreement or other appropriate written instrument, and any subsequent amendments, between the Federal agency, the repository and any other party for curatorial services;

(3) A catalog list of the contents of the collection that is deposited in the repository;

(4) A list of any other Federal personal property that is furnished to the repository as a part of the contract, memorandum, agreement or other appropriate

written instrument for curatorial services;

- (5) Copies of reports documenting inspections, inventories and investigations
- (6) of loss, damage or destruction that are conducted pursuant to section 79.11 of this part; and
- (7) Any subsequent permanent transfer of the collection (or a part thereof) to another repository.

Section 79.6 Methods to secure curatorial services.

(a) Federal agencies may secure curatorial services using a variety of methods, subject to Federal procurement and property management statutes, regulations, and any agency-specific statutes and regulations on the management of museum collections. Methods that may be used by Federal agencies to secure curatorial services include, but are not limited to:

- (1) Placing the collection in a repository that is owned, leased or otherwise operated by the Federal agency;
- (2) Entering into a contract or purchase order with a repository for curatorial services;
- (3) Entering into a cooperative agreement, a memorandum of understanding, a memorandum of agreement or other agreement, as appropriate, with a State, local or Indian tribal repository, a university, museum or other scientific or educational institution that operates or manages a repository, for curatorial services;
- (4) Entering into an interagency agreement with another Federal agency for curatorial services;
- (5) Transferring the collection to another Federal agency for preservation; and
- (6) For archeological activities permitted on public or Indian lands under the Archaeological Resources Protection Act (16 U.S.C. 470~~aa-mm~~), the Antiquities Act (16 U.S.C. 431-433) or other authority, requiring the archeological permittee to provide for curatorial services as a condition to the issuance of the archeological permit.

(b) *Guidelines for selecting a repository.*

- (1) When possible, the collection should be deposited in a repository that:
 - (i) Is in the State of origin;

- (ii) Stores and maintains other collections from the same site or project location; or
- (iii) Houses collections from a similar geographic region or cultural area.

(2) The collection should not be subdivided and stored at more than a single repository unless such subdivision is necessary to meet special storage, conservation or research needs.

(3) Except when non-federally-owned material remains are retained and disposed of by the owner, material remains and associated records should be deposited in the same repository to maintain the integrity and research value of the collection.

(c) *Sources for technical assistance.* The Federal Agency Official should consult with persons having expertise in the management and preservation of collections prior to preparing a scope of work or a request for proposal for curatorial services. This will help ensure that the resulting contract, memorandum, agreement or other written instrument meets the needs of the collection, including any special needs in regard to any religious remains. It also will aid the Federal Agency Official in evaluating the qualifications and appropriateness of a repository, and in determining whether the repository has the capability to provide adequate long-term curatorial services for a collection. Persons, agencies, institutions and organizations that may be able to provide technical assistance include, but are not limited to the:

- (1) Federal Agency's Historic Preservation Officer;
- (2) State Historic Preservation Officer;
- (3) Tribal Historic Preservation Officer;
- (4) State Archeologist;
- (5) Curators, collections managers, conservators, archivists, archeologist, historians and anthropologists in Federal and State Government agencies and Indian tribal museums;
- (6) Indian tribal elders and religious leaders;
- (7) Smithsonian Institution;
- (8) American Association of Museums; and
- (9) National Park Service.

Section 79.7 Methods to fund curatorial services.

A Variety of methods are used by Federal agencies to ensure that sufficient funds are available for adequate, long-term care and maintenance of collections. Those methods include, but are not limited to, the following:

(a) Federal agencies may fund a variety of curatorial activities using monies appropriated annually by the U.S. Congress, subject to any specific statutory authorities or limitations applicable to a particular agency. As appropriate, curatorial activities that may be funded by Federal agencies include, but are not limited to:

- (1) Purchasing, constructing, leasing, renovating, upgrading, expanding, operating, and maintaining a repository that has the capability to provide adequate long-term curatorial services as set forth in section 79.9 of this part;
- (2) Entering into and maintaining on a cost-reimbursable or cost-sharing basis a contract, memorandum, agreement, or other appropriate written instrument with a repository that has the capability to provide adequate long-term curatorial services as set forth in section 79.9 of this part;
- (3) As authorized under sec. 110(g) of the National Historic Preservation Act (16 U.S.C. 470h-2), reimbursing a State agency for curatorial costs paid by the State agency to carry out the historic preservation responsibilities of the Federal agency;
- (4) As authorized under sec. 110(g) of the National Historic Preservation Act (16 U.S.C. 470h-2), reimbursing a State agency for curatorial costs paid by the State agency to carry out the historic preservation responsibilities of the Federal agency;
- (5) Conducting inspections and inventories in accordance with section 79.11 of this part; and
- (6) When a repository that is housing and maintaining a collection can no longer provide adequate long-term curatorial services, as set forth in section 79.9 of this part, either:
 - (i) Providing such funds or services as may be agreed upon pursuant to section 79.5(a)(1) of this part to assist the repository in eliminating the deficiencies; or
 - (ii) Removing the collection from the repository and depositing it in another repository that can provide curatorial services in accordance with the regulations in this part.

(b) As authorized under sec. 110(g) of the National Historic Preservation Act (16 U.S.C. 470*h*-2) and sec. 208(2) of the National Historic Preservation Act Amendments (16 U.S.C. 469*c*-2), for federally licensed or permitted projects or programs, Federal agencies may charge licensees and permittees reasonable costs for curatorial activities associated with identification, surveys, evaluation and data recovery as a condition to the issuance of a Federal license or permit.

(c) Federal agencies may deposit collections in a repository that agrees to provide curatorial services at no cost to the U.S. Government. This generally occurs when a collection is excavated or removed from public or Indian lands under a research permit issued pursuant to the Antiquities Act (16 U.S.C. 431-433) or the Archaeological Resources Protection Act (16 U.S.C. 470*aa-mm*). A repository also may agree to provide curatorial services as a public service or as a means of ensuring direct access to a collection for long-term study and use. Federal agencies should ensure that a repository that agrees to provide curatorial services at no cost to the U.S. Government has sufficient financial resources to support its operations and any needed improvements.

(d) Funds provided to a repository for curatorial services should include costs for initially processing, cataloging and accessioning the collection as well as costs for storing, inspecting, inventorying, maintaining, and conserving the collection on a long-term basis.

(1) Funds to initially process, catalog and accession a collection to be generated during identification and evaluation surveys should be included in project planning budgets.

(2) Funds to initially process, catalog and accession a collection to be generated during data recovery operations should be included in project mitigation budgets.

(3) Funds to store, inspect, inventory, maintain and conserve a collection on a long-term basis should be included in annual operating budgets.

(e) When the Federal Agency Official determines that data recovery costs may exceed the one percent limitation contained in the Archeological and Historic Preservation Act (16 U.S.C. 469*c*), as authorized under sec.208(3) of the National Historic Preservation Act Amendments (16 U.S.C. 469*c*-2), the limitation may be waived, in appropriate cases, after the Federal Agency Official has:

(1) Obtained the concurrence of the Secretary of the U.S. Department of the Interior by sending a written request to the Department Consulting Archeologist, National Park Service, P.O. Box 37127, Washington, DC 20013-7127; and

(2) Notified the Committee on Energy and Natural Resources of the U.S. Senate and the Committee on Interior and Insular Affairs of the U.S. House of

Representatives.

Section 79.8 Terms and conditions to include in contracts, memoranda and agreements for curatorial services.

The Federal Agency Official shall ensure that any contract, memorandum, agreement or other appropriate written instrument for curatorial services that is entered into by or on behalf of that Official, a Repository Official and any other appropriate party contains the following:

- (a) A Statement that identifies the collection or group of collections to be covered and any other U.S. Government-owned personal property to be furnished to the repository;
- (b) A statement that identifies who owns and has jurisdiction over the collection;
- (c) A statement of work to be performed by the repository;
- (d) A statement of the responsibilities of the Federal agency and any other appropriate party;
- (e) When the collection is from Indian lands:
 - (1) A statement that the Indian landowner and the Indian tribe having jurisdiction over the lands consent to the disposition; and
 - (2) Such terms and conditions as may be requested by the Indian landowner and the Indian tribe having jurisdiction over the lands;
- (f) When the collection is from a site on public lands that the Federal Agency Official has determined is of religious or cultural importance to any Indian tribe having aboriginal or historic ties to such lands, such terms and conditions as may have been developed pursuant to section -.7 of uniform regulations 43 CFR Part 7, 36 CFR Part 296, 18 CFR Part 1312, and 32 CFR Part 229;
- (g) The term of the contract, memorandum or agreement; and procedures for modification, suspension, extension, and termination;
- (h) A statement of costs associated with the contract, memorandum or agreement; the funds or services to be provided by the repository, the Federal agency and any other appropriate party; and the schedule for any payments;
- (i) Any special procedures and restrictions for handling, storing, inspecting, inventorying, cleaning, conserving, and exhibiting the collection;
- (j) Instructions and any terms and conditions for making the collection available for

scientific, educational and religious uses, including procedures and criteria to be used by the Repository Official to review, approve or deny, and document actions taken in response to requests for study, laboratory analysis, loan, exhibition, use in religious rituals or spiritual activities, and other uses. When the Repository Official is to approve consumptive uses, this should be specified; otherwise, the Federal Agency Official should review and approve consumptive uses. When the repository's existing operating procedures and criteria for evaluating requests to use collections are consistent with the regulations in this part, they may be used, after making any necessary modifications, in lieu of developing new ones;

(k) Instructions for restricting access to information relating to the nature, location and character of the prehistoric or historic resource from which the material remains are excavated or removed;

(l) A statement that copies of any publications resulting from study of the collection are to be provided to the Federal Agency Official and, when the collection is from Indian lands, to the Tribal Official and the Tribal Historic preservation Officer, if any, of the Indian tribe that owns or has jurisdiction over such lands;

(m) A statement that specifies the frequency and methods for conducting and documenting the inspections and inventories stipulated in section 79.11 of this part;

(n) A statement that the Repository Official shall redirect any request for transfer or repatriation of a federally-owned collection (or any part thereof) to the Federal Agency Official, and redirect any request for transfer or repatriation of a federally administered collection (or any part thereof) to the Federal Agency Official and the owner;

(o) A statement that the Repository Official shall not transfer, repatriate or discard a federally-owned collection (or any part thereof) without the written permission of the Federal Agency Official, and not transfer, repatriate or discard a federally administered collection (or any part thereof) without the written permission of the Federal Agency Official and the owner.

(p) A statement that the Repository Official shall not sell the collection; and

(q) A statement that the repository shall provide curatorial services in accordance with the regulations in this part.

Section 79.9 Standards to determine when a repository possesses the capability to provide adequate long-term curatorial services.

The Federal Agency Official shall determine that a repository has the capability to provide adequate long-term curatorial services when the repository is able to:

(a) Accession, label, catalog, store, maintain, inventory and conserve the particular collection on a long-term basis using professional museum and archival practices; and

(b) Comply with the following, as appropriate to the nature and content of the collection:

(1) Maintain complete and accurate records of the collection, including:

- (i) Records on acquisitions;
- (ii) Catalog and artifact inventory lists;
- (iii) Descriptive information, including field notes, site forms and reports;
- (iv) Photographs, negatives and slides;
- (v) Locational information, including maps;
- (vi) Information on the condition of the collection, including any completed conservation treatments;
- (vii) Approved loans and other uses;
- (viii) Inventory and inspection records, including any environmental monitoring records;
- (ix) Records on lost, deteriorated, damaged or destroyed Government property; and
- (x) Records on any deaccessions and subsequent transfers, repatriations or discards, and approved by the Federal Agency Official;

(2) Dedicate the requisite facilities, equipment and space in the physical plant to properly store, study and conserve the collection. Space used for storage, study, conservation and, if exhibited, any exhibition must not be used for non-curatorial purposes that would endanger or damage the collection;

(3) Keep the collection under physically secure conditions within storage, laboratory, study and any exhibition areas by:

- (i) Having the physical plant meet local electrical, fire, building, health and safety codes;
- (ii) Having an appropriate and operational fire detection and suppression system;
- (iii) Having an appropriate and operational intrusion detection and deterrent system;
- (iv) Having an adequate emergency management plan that establishes procedures for responding to fires, floods, natural disasters, civil unrest, acts of violence, structural failures and failures of mechanical systems within the physical plant;
- (v) Providing fragile or valuable items in a collection with additional security such as locking the items in a safe, vault or museum specimen cabinet, as appropriate;
- (vi) Limiting and controlling access to keys, the collection and the

- physical plant; and
 - (vii) Inspecting the physical plant in accordance with section 79.11 of this part for possible security weaknesses and environmental control problems, and taking necessary actions to maintain the integrity of the collection;
- (4) Require staff and any consultants who are responsible for managing and preserving the collection to be qualified museum professionals;
- (5) Handle, store, clean, conserve and, if exhibited, exhibit the collection in a manner that:
 - (i) Is appropriate to the nature of the material remains and associated records;
 - (ii) Protects them from breakage and possible deterioration from adverse temperature and relative humidity, visible light, ultraviolet radiation, dust, soot, gases, mold, fungus, insects, rodents and general neglect; and
 - (iii) Preserves data that may be studies in future laboratory analyses. When material remains in a collection are to be treated with chemical solutions or preservatives that will permanently alter the remains, when possible, retain untreated representative samples of each affected artifact type, environmental specimen or other category of material remains to be treated. Untreated samples should not be stabilized or conserved beyond dry brushing;
- (6) Store site forms, field notes, artifact inventory lists, computer disks and tapes, catalog forms and a copy of the final report in a manner that will protect them from theft and five such as:
 - (i) Storing the records in an appropriate insulated, fire resistant, locking cabinet, safe, vault or other container, or in a location with a fire suppression system;
 - (ii) Storing a duplicate set of records in a separate location; or
 - (iii) Ensuring that records are maintained and accessible through another party. For example, copies of final reports and site forms frequently are maintained by the State Historic Preservation Officer, the State Archeologist or the State museum of university. The Tribal Historic Preservation Officer and Indian tribal museum ordinarily maintain records on collections recovered from sites located on Indian lands. The National Technical Information Service and the Defense Technical Information Service maintain copies of final reports that have been deposited by Federal agencies. The National Archeological Database maintains

summary information on archeological reports and projects, including information on the location of those reports.

- (7) Inspect the collection in accordance with section 79.11 of this part for possible deterioration and damage, and perform only those actions as are absolutely necessary to stabilize the collection and rid it of any agents of deterioration;
- (8) conduct inventories in accordance with section 79.11 of this part to verify the location of the material remains, associated records and any other Federal personal property that is furnished to the repository; and
- (9) Provide access to the collection in accordance with section 79.10 of this part.

Section 79.10 Use of collections.

(a) The Federal Agency Official shall ensure that the Repository Official makes the collection available for scientific, educational and religious uses, subject to such terms and conditions as are necessary go protect and preserve the condition, research potential, religious or sacred importance, and uniqueness of the collection.

(b) *Scientific and educational uses.* A collection shall be made available to qualified professionals for study, loan and use for such purposes as in-house and traveling exhibits, teaching, public interpretation, scientific analysis and scholarly research. Qualified professionals would include, but not be limited to, curators, conservators, collection managers, exhibitors, researchers, scholars, archeological contractors and educators. Students may use a collection when under the direction of a qualified professional. Any resulting exhibits and publications shall acknowledge the repository as the curatorial facility and the Federal agency as the owner of administrator, as appropriate. When the collection is from Indian lands and the Indian landowner and the Indian tribe having jurisdiction over the lands wish to be identified, those individuals and the Indian tribe shall also be acknowledged. Copies of any resulting publications shall be provided to the Repository Official and the Federal Agency Official. When Indian lands are involved, copies of such publications shall also be provided to the Tribal Official and the Tribal Historic Preservation Officer, if any, of the Indian tribe that owns or has jurisdiction over such lands.

(c) *Religious uses.* Religious remains in a collection shall be made available to persons for use in religious rituals or spiritual activities. Religious remains generally are of interest to medicine men and women, and other religious practitioners and persons from Indian tribes, Alaskan Native corporations, Native Hawaiians, and other indigenous and immigrant ethnic, social and religious groups that have aboriginal or historic ties to the lands from which the remains are recovered, and have traditionally used the remains or class of remains in religious rituals or spiritual activities.

(d) *Terms and conditions.*

(1) In accordance with sec. 9 of the Archaeological Resources Protection Act (16 U.S.C. 470~~hh~~) and sec. 304 of the National Historic Preservation Act (16 U.S.C. 470~~w~~-3), the Federal Agency Official shall restrict access to associated records that contain information relating to the nature, location or character of a prehistoric or historic resource unless the Federal Agency Official determines that such disclosure would not create a risk of harm, theft or destruction to the resource or to the area or place where the resource is located.

(2) Section-.18(a)(2) of uniform regulations 43 CFR Part 7, 36 CFR Part 296, 18 CFR Part 1312, and 32 CFR Part 229 sets forth procedures whereby information relating to the nature, location or character of a prehistoric or historic resource may be made available to the Governor of any State. The Federal Agency Official may make information available to other persons who, following the procedures in section-.18(a)(2) of the referenced uniform regulations, demonstrate that the disclosure will not create a risk of harm, theft or destruction to the resource or to the area or place where the resource is located. Other persons generally would include, but not be limited to, archeological contractors, researchers, scholars, tribal representatives, Federal, State and local agency personnel, and other persons who are studying the resource or class of resources.

(3) When a collection is from Indian lands, the Federal Agency Official shall place such terms and conditions as may be requested by the Indian landowner and the Indian tribe having jurisdiction over the lands on:

- (i) Scientific, educational or religious uses of material remains; and
- (ii) Access to associated records that contain information relating to the nature, location or character of the resource.

(4) When a collection is from a site on public lands that the Federal Agency Official has determined is of religious or cultural importance to any Indian tribe having aboriginal or historic ties to such lands, the Federal Agency Official shall place such terms and conditions as may have been developed pursuant to section -.7 of uniform regulations 43 CFR Part 7, 36 CFR Part 296, 18 CFR Part 1312, and 32 CFR Part 229 on:

- (i) Scientific, educational or religious uses of material remains; and
- (ii) Access to associated records that contain information relating to the nature, location or character of the resource.

(5) The Federal Agency Official shall not allow uses that would alter, damage or destroy an object in a collection unless the Federal Agency Official determines

that such use is necessary for scientific studies or public interpretation, and the potential gain in scientific or interpretive information outweighs the potential loss of the object. When possible, such use should be limited to unprovenienced, nonunique, nonfragile objects, or to a sample of objects drawn from a larger collection of similar objects.

(e) No collection (or a part thereof) shall be loaned to any person without a written agreement between the repository Official and the borrower that specifies the terms and conditions of the loan. Appendix C to the regulations in this part contains an example of a short-term loan agreement for a federally-owned collection. At a minimum, a loan agreement shall specify:

- (1) The collection or object being loaned;
- (2) The purpose of the loan;
- (3) The length of the loan;
- (4) Any restrictions on scientific, educational or religious uses, including whether any object may be altered, damaged or destroyed;
- (5) Except as provided in paragraph (e)(4) of this section, that the borrower shall handle the collection or object being borrowed during the term of the loan in accordance with this part so as not to damage or reduce its scientific, educational, religious or cultural value; and
- (6) Any requirements for insuring the collection or object being borrowed for any loss, damage or destruction during transit and while in the borrower's possession.

(f) The Federal Agency Official shall ensure that the Repository Official maintains administrative records that document approved scientific, educational and religious uses of the collection.

(g) The Repository Official may charge persons who study, borrow or use a collection (or a part thereof) reasonable fees to cover costs for handling, packing, shipping and insuring material remains, for photocopying associated records, and for other related incidental costs.

Section 79.11 Conduct of inspections and inventories.

(a) The inspections and inventories specified in this section shall be conducted periodically in accordance with the Federal Property and Administrative Services Act (40 U.S.C. 484), its implementing regulations (41 CFR Part 101), any agency-specific regulations on the

management of Federal property, and any agency-specific statutes and regulations on the management of museum collections.

(b) Consistent with paragraph (a) of this section, the Federal Agency Official shall ensure that the Repository Official:

- (1) Provides the Federal Agency Official and, when the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands with a copy of the catalog list of the contents of the collection received and accessioned by the repository;
- (2) Provides the Federal Agency Official with a list of any other U.S. Government-owned personal property received by the repository;
- (3) Periodically inspects the physical plant for the purpose of monitoring the physical security and environmental control measures;
- (4) Periodically inspects the collection for the purposes of assessing the condition of the material remains and associated records, and of monitoring those remains and records for possible deterioration and damage;
- (5) Periodically inventories the collection by accession, lot or catalog record for the purpose of verifying the location of the material remains and associated records;
- (6) Periodically inventories the collection by accession, lot or catalog record for the purpose of verifying the location of the material remains and associated records;
- (7) Has qualified museum professionals conduct the inspections and inventories;
- (8) Following each inspection and inventory, prepares and provides the Federal Agency Official with a written report of the results of the inspection and inventory, including the status of the collection, treatments completed and recommendations for additional treatments. When the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands shall also be provided with a copy of the report;
- (9) Within five (5) days of the discovery of any loss or theft of, deterioration and damage to, or destruction of the collection (or a part thereof) or any other U.S. Government-owned personal property, prepares and provides the Federal Agency Official with a written notification of the circumstances surrounding the loss, theft, deterioration, damage or destruction. When the collection is from

Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands shall also be provided with a copy of the notification; and

(10) Makes the repository, the collection and any other U.S. Government-owned personal property available for periodic inspection by the:

- (i) Federal Agency Official;
- (ii) When the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands; and
- (iii) When the collection contains religious remains, the Indian tribal elders, religious leaders, and other officials representing the Indian tribe or other group for which the remains have religious or sacred importance.

(c) Consistent with paragraph (a) of this section, the Federal Agency Official shall have qualified Federal agency professionals:

(1) Investigate reports of a lost, stolen, deteriorated, damaged or destroyed collection (or a part thereof) or any other U.S. Government-owned personal property; and

(2) Periodically inspect the repository, the collection and any other U.S. Government-owned personal property for the purposes of:

- (i) Determining whether the repository is in compliance with the minimum standards set forth in section 79.9 of this part; and
- (ii) Evaluating the performance of the repository in providing curatorial services under any contract, memorandum, agreement or other appropriate written instrument.

(d) The frequency and methods for conducting and documenting inspections and inventories stipulated in this section shall be mutually agreed upon, in writing, by the Federal Agency Official and the Repository Official, and be appropriate to the nature and content of the collection.

(1) Collections from Indian lands shall be inspected and inventories in accordance with such terms and conditions as may be requested by the Indian landowner and the Indian tribe having jurisdiction over the lands.

(2) Religious remains in collections from public lands shall be inspected and inventories in accordance with such terms and conditions as may have been developed pursuant to section-7 of uniform regulations 43 CFR Part 7, 36 CFR

Part 296, 18 CFR Part 1312, and 32 CFR Part 229.

(3) Material remains and records of a fragile or perishable nature should be inspected for deterioration and damage on a more frequent basis than lithic or more stable remains or records.

(4) Because frequent handling will accelerate the breakdown of fragile materials, material remains and records should be viewed but handled as little as possible during inspections and inventories.

(5) Material remains and records of a valuable nature should be inventoried on a more frequent basis than other less valuable remains or records.

(6) Persons such as those listed in section 79.6(c) of this parts who have expertise in the management and preservation of similar collections should be able to provide advice to the Federal Agency Official concerning the appropriate frequency and methods for conducting inspections and inventories of a particular collection.

(e) Consistent with the Single Audit Act (31 U.S.C. 75), when two or more Federal Agencies deposit collections in the same repository, the Federal Agency Officials should enter into an interagency agreement for the purposes of:

(1) Requesting the Repository Official to coordinate the inspections and inventories, stipulated in paragraph (b) of this section, for each of the collections;

(2) Designating one or more qualified Federal agency professionals to:

(i) Conduct inspections, stipulated in paragraph (c)(2) of this section, on behalf of the other agencies; and

(ii) Following each inspection, prepare and distribute to each Federal Agency Official a written report of findings, including an evaluation of performance and recommendations to correct any deficiencies and resolve any problems that were identified. When the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands shall also be provided with a copy of the report; and

(3) Ensuring consistency in the conduct of inspections and inventories conducted pursuant to this section.

Appendix A to Part 79--Example of a Deed of Gift**DEED OF GIFT TO THE**

(Name of the Federal agency)

Whereas, the (name of the Federal agency), hereinafter called the Recipient, is dedicated to the preservation and protection of artifacts, specimens and associated records that are generated in connection with its projects and programs;

Whereas, certain artifacts and specimens, listed in Attachment A to this Deed of Gift, were recovered from the (name of the prehistoric or historic resource) site in connection with the Recipient's (name of the Recipient's project) project;

Whereas, the (name of the prehistoric or historic resource) site is located on lands to which title is held by (name of the donor), hereinafter called the Donor, and that the Donor holds free and clear title to the artifacts and specimens; and

Whereas, the Donor is desirous of donating the artifacts and specimens to the Recipient to ensure their continued preservation and protection;

Now therefore, the Donor does hereby unconditionally donate to the Recipient, for unrestricted use, the artifacts and specimens listed in Attachment A to this Deed of Gift; and

The Recipient hereby gratefully acknowledges the receipt of the artifacts and specimens.

Signed: (signature of the Donor)

Date: (date)

Signed: (signature of the Federal Agency Official)

Date: (date)

Attachment A: Inventory of Artifacts and Specimens.

Appendix B to Part 79--Example of a Memorandum of Understanding for Curatorial Services for a Federally-Owned Collection**MEMORANDUM OF UNDERSTANDING FOR CURATORIAL SERVICES
BETWEEN THE**

(Name of the Federal agency)

AND THE

(Name of the Repository)

This Memorandum of Understanding is entered into this (day) day of (month and year), between the United States of America, acting by and through the (name of the Federal agency), hereinafter called the Depositor, and the (name of the Repository), hereinafter called the Repository, in the State of (name of the State).

The Parties do witnesseth that,

Whereas, the Depositor has the responsibility under Federal law to preserve for future use certain collections of archeological artifacts, specimens and associated records, herein called the Collection, listed in Attachment A which is attached hereto and made a part hereof, and is desirous of obtaining curatorial services; and

Whereas, the Repository is desirous of obtaining, housing and maintaining the Collection, and recognizes the benefits which will accrue to it, the public and scientific interests by housing and maintaining the Collection for study and other educational purposes; and

Whereas, the Parties hereto recognize the Federal Government's continued ownership and control over the Collection and any other U.S. Government-owned personal property, listed in Attachment B which is attached hereto and made a part hereof, provided to the Repository, and the Federal Government's responsibility to ensure that the Collection is suitably managed and preserved for the public good; and

Whereas, the Parties hereto recognize the mutual benefits to be derived by having the Collection suitably housed and maintained by the Repository;

Now Therefore, the Parties do mutually agree as follows:

1. The Repository shall:
 - a. Provide for the professional care and management of the Collection from the (names of the prehistoric and historic resources) sites, assigned (list site numbers) site numbers. The collections were recovered in connection with the (name of the Federal or federally-authorized project) project, located in (name of the nearest city or town), (name of the county) county, in the State of (name of the State).
 - b. Perform all work necessary to protect the Collection in accordance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in Attachment C to this Memorandum.
 - c. Assign as the Curator, the Collections Manager and the Conservator having responsibility for the work under this Memorandum, persons who are qualified museum professionals and whose expertise is appropriate to the nature and content of the Collection.
 - d. Begin all work on or about (month, date and year) and continue for a period of (number of years) years or until sooner terminated or revoked in accordance with the terms set forth herein.
 - e. Provide and maintain a repository facility having requisite equipment, space and adequate safeguards for the physical security and controlled environment for the Collection and any other U.S. Government-owned personal property in the possession of the Repository.
 - f. Not in any way adversely alter or deface any of the Collection except as may be absolutely necessary in the course of stabilization, conservation, scientific study, analysis and research. Any activity that will involve the intentional destruction of any of the Collection must be approved in advance and in writing by the Depositor.
 - g. Annually inspect the facilities, the Collection and any other U.S. Government-owned personal property. Every (number of years) years inventory the Collection and any other U.S. Government-owned personal property. Perform only those conservation treatments as are absolutely necessary to ensure the physical stability and integrity of the Collection, and report the results of inventories, inspections and treatments to the Depositor.
 - h. Within five (5) days of discovery, report all instances of and circumstances surrounding loss of, deterioration and damage to, or destruction of the Collection and

any other U.S. Government-owned personal property to the Depositor, and those actions taken to stabilize the Collection and to correct any deficiencies in the physical plant or operating procedures that may have contributed to the loss, deterioration, damage or destruction. Any actions that will involve the repair and restoration of any of the Collection and any other U.S. Government-owned personal property must be approved in advance and in writing by the Depositor.

i. Review and approve or deny requests for access to or short-term loan of the Collection (or a part thereof) for scientific, educational or religious uses in accordance with the regulation 36 CFR part 79 for the curation of federally- owned and administered archeological collections and the terms and conditions stipulated in Attachment C of this Memorandum. In addition, refer requests for consumptive uses of the Collection (or a part thereof) to the Depositor for approval or denial.

j. Not mortgage, pledge, assign, repatriate, transfer, exchange, give, sublet, discard or part with possession of any of the Collection or any other U.S. Government-owned personal property in any manner to any third party either directly or in-directly without the prior written permission of the Depositor, and redirect any such request to the Depositor for response. In addition, not take any action whereby any of the Collection or any other U.S. Government- owned personal property shall or may be encumbered, seized, taken in execution, sold, attached, lost, stolen, destroyed or damaged.

2. The Depositor shall:

a. On or about (month, date and year), deliver or cause to be delivered to the Repository the Collection, as described in Attachment A, and any other U.S. Government-owned personal property, as described in Attachment B.

b. Assign as the Depositor's Representative having full authority with regard to this Memorandum, a person who meets pertinent professional qualifications.

c. Every (number of years) years, jointly with the Repository's designated representative, have the Depositor's Representative inspect and inventory the Collection and any other U.S. Government-owned personal property, and inspect the repository facility.

d. Review and approve or deny requests for consumptively using the Collection (or a part thereof).

3. Removal of all or any portion of the Collection from the premises of the Repository for scientific, educational or religious purposes may be allowed only in accordance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological collections; the terms and conditions stipulated in Attachment C to this Memorandum; any conditions for handling, packaging and transporting the Collection; and other conditions that may be specified by the Repository to prevent breakage, deterioration and contamination.

4. The Collection or portions thereof may be exhibited, photographed or otherwise reproduced and studied in accordance with the terms and conditions stipulated in Attachment C to this Memorandum. All exhibits, reproductions and studies shall credit the Depositor, and read as follows: "Courtesy of the (name of the Federal agency)." The Repository agrees to provide the Depositor with copies of any resulting publications.

5. The Repository shall maintain complete and accurate records of the Collection and any other U.S. Government-owned personal property, including information on the study, use, loan and location of said Collection which has been removed from the premises of the Repository.

6. Upon execution by both parties, this Memorandum of Understanding shall be effective on this (day) day of (month and year), and shall remain in effect for (number of years) years, at which time it will be reviewed, revised, as necessary, and reaffirmed or terminated. This Memorandum may be revised or extended by mutual consent of both parties, or by issuance of a written amendment signed and dated by both parties. Either party may terminate this Memorandum by providing 90 days written notice. Upon termination, the Repository shall return such Collection and any other U.S. Government-owned personal property to the destination directed by the Depositor and in such manner to preclude breakage, loss, deterioration and contamination during handling, packaging and shipping, and in accordance with other conditions specified in writing by the Depositor. If the Repository terminates, or is in default of, this Memorandum, the Repository shall fund the packaging and transportation costs. If the Depositor terminates this Memorandum, the Depositor shall fund the packaging and transportation costs.

7. Title to the Collection being cared for and maintained under this Memorandum lies with the Federal Government.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum.

Signed: (signature of the Federal Agency Official)

Date: (date)

Signed: (signature of the Repository Official)

Date: (date)

Attachment A: Inventory of the Collection

Attachment B: Inventory of any other U.S. Government-owned Personal Property

Attachment C: Terms and Conditions Required by the Depositor

Appendix C to Part 79--Example of a Short-Term Loan Agreement for a Federally-Owned Collection**SHORT-TERM LOAN AGREEMENT BETWEEN THE**

(Name of the Repository)

AND THE

(Name of the Borrower)

The (name of the Repository), hereinafter called the Repository, agrees to loan to (name of the Borrower), hereinafter called the Borrower, certain artifacts, specimens and associated records, listed in Attachment A, which were collected from the (name of the prehistoric or historic resource) site which is assigned (list site number) site number. The collection was recovered in connection with the (name of the Federal or federally authorized project) project, located in (name of the nearest city or town), (name of the county) county in the State of (name of the State). The Collection is the property of the U.S. Government.

The artifacts, specimens and associated records are being loaned for the purpose of (cite the purpose of the loan), beginning on (month, day and year) and ending on (month, day and year).

During the term of the loan, the Borrower agrees to handle, package and ship or transport the Collection in a manner that protects it from breakage, loss, deterioration and contamination, in conformance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in Attachment B to this loan agreement.

The Borrower agrees to assume full responsibility for insuring the Collection or for providing funds for the repair or replacement of objects that are damaged or lost during transit and while in the Borrower's possession. Within five (5) days of discovery, the Borrower will notify the Repository of instances and circumstances surrounding any loss of, deterioration and damage to, or destruction of the Collection and will, at the direction of the Repository, take steps to conserve damaged materials.

The Borrower agrees to acknowledge and credit the U.S. Government and the Repository in any exhibits or publications resulting from the loan. The credit line shall read as follows: "Courtesy of the (names of the Federal agency and the Repository)." The

Borrower agrees to provide the Repository and the (name of the Federal agency) with copies of any resulting publications.

Upon termination of this agreement, the Borrower agrees to properly package and ship or transport the Collection to the Repository.

Either party may terminate this agreement, effective not less than (number of days) days after receipt by the other party of written notice, without further liability to either party.

Signed: (signature of the Repository Official)

Date: (date)

Signed: (signature of the Borrower)

Date: (date)

Attachment A: Inventory of the Objects being Loaned.

Attachment B: Terms and Conditions of the Loan.

Appendix B

Architectural Questionnaire

Date: _____

Facility Name: _____

Address: _____

City/State/Zip: _____

Representative's Name: _____

Representative's Phone: _____

Building Age: _____ Comments: _____

Telephone conversation - (if applicable, and if POC is available)

1. POC: _____

2. Title: _____

3. Phone No.: _____

-
4. Are Plans Available:

5. Type: _____

6. General Comments: _____

[illegible]

C. Site Diagram (sketch bldg, roads, parking)

D. Utilities

1. Sewer: _____
2. Septic _____
3. Water by a. well: _____ b. City main: _____
4. Electric service: _____ 5. Underground? _____
6. Nat Gas? _____ 7. Propane? _____ 8. Other? _____
9. Comments: _____
- _____
- _____
- (Excellent,Good,Fair,Poor) _____
- _____

E. Accessibility for ADA

1. Number of total parking spaces: _____
2. Accessible Parking Spaces: a. Auto Spaces: _____ b. Van spaces: _____
3. Parking signage? _____
4. Accessible path-of-travel to front entrance? _____ Distance? _____
5. Access via front entrance? _____ Ramps? _____
7. Adequate ADA signage? _____
8. Exiting devices for deaf/blind? _____
9. Elevator in compliance? (Braille, height of controls) _____
10. Comments: _____
- _____
- _____
- _____
- (Excellent,Good,Fair,Poor) _____
- _____

F. Exterior Building Conditions

1. Are walls, windows, doors, roof maintained? _____
 2. Wall material: _____
 3. Door material: _____
 4. Window type, material: _____
 5. Roof fascia, and soffit type: _____
 6. Type of roof: _____
 7. Age of roof: _____
 8. Gutters/downspouts: _____
 9. Skylights? _____
 10. Equipment of roof? _____ Type: _____
- (Excellent, Good, Fair, Poor)

G. Architectural/Structural

1. General Condition: _____
2. Major use: _____
3. Bldg. area (total): _____ 4. Number occupants _____
5. Bldg Type (structure, IBC type): _____
6. Foundation type: _____
7. Floor Framing type: _____
8. Wall framing type: _____
9. Roof framing type: _____
10. Appearance of any foundation settlement? _____
11. Appearance of structural integrity (Defects?): _____
12. Appearance of structural condition: _____
13. Logical path of travel (artifacts): _____
14. Logical layout for people: _____
15. Separation of public/artifact space: _____
16. Ease of Bldg expansion: _____

17. S.F. curation storage(archaeological/ethnographic): _____
 18. S.F. "empty storage": _____
 19. Percent total bldg. area: _____
 20. Ceiling height at storage: _____
 21. Cu. ft. storage: _____
 22. Ease of storage expansion: _____
 23. Centralized storage, or dispersed to other sites? _____
 24. Door types: _____
 25. Window types: _____
 26. Total number of windows at storage area: _____
 27. Dust control at vestibules? _____
 28. Other functions of bldg: _____
 29. Amount of public usage (heavy,moderate,light): _____
 30. General maintenance/condition of storage rooms: _____
 31. General maintenance/condition of non-storage rooms: _____
 32. Evidence of leaks (clgs,walls,floors,pipes): _____
 33. Rough estimate of bldg cost per s.f.: _____ Rationale: _____
 34. Seismic up-grade? _____ Date: _____ Describe: _____
 35. Comments: _____
- (Excellent,Good,Fair,Poor)

1. Asbestos present? _____
2. Lead paint present? _____
3. Other hazardous materials? _____
4. Hazardous materials on site? _____
5. Disposal Problems? _____
6. Evidence of infestation by insects or rodents? _____
7. Are precautions taken against insects and rodents? _____
8. Comments: _____

(Excellent, Good, Fair, Poor): _____

1. Type of system (storage areas): _____
2. Year Installed: _____
3. Type of system(non-storage areas): _____
4. Year installed: _____
5. Fuel used: _____
6. Filters used? _____ a. Changed? _____
7. Distribution of ducting adequate? _____
8. Temp. at storage areas: _____
9. Temp. at non-storage areas: _____
10. Rel Hum. at stor areas: _____
11. Rel Hum. at non-stor areas: _____
12. Venting for hoods at research areas?: _____
13. General cleanliness/maintenance of systems: _____

M. Site and Regulatory/Code Concerns

- 8

N. Fire Safety/Life Safety Systems

1. Number of exits: _____
2. Alarm system type (manual, automatic): _____
3. Wired to Fire Dept? _____
4. Smoke sensors?/Locations: _____
5. Heat sensors?/Locations: _____
6. Suppression system type (wet/dry mist): _____
7. Extinguishers: _____
8. Type/location: _____
9. Fire extinguishers last checked (date): _____
10. Sprinkler system last checked (date): _____
11. Non-combustible construction? _____ Required? _____
12. One-hour corridors? _____ Required? _____
13. Approved fire dampers in evidence? _____
14. Fire rated doors? _____ Required? _____
15. Emergency lighting system? _____
16. Flashing strobe light? _____
17. Lighted exit signs? _____
18. Dead-end corridors longer than 20'? _____
19. Open stairwells to corridors/assembly spaces? _____
20. Open/unprotected elevator shafts to corridors? _____
21. Fire separation walls? _____ Required? _____
22. General Comments: _____

(Excellent, Good, Fair, Poor) _____

[illegible]

Appendix C

Collections Management Questionnaire

GSA Archives Project

Management Plan Questionnaire

Questionnaire

Date: _____

Recorder: _____

Person(s) interviewed and title(s): _____

Institution: _____

I. Background

1. *Are you a private, local/county, state, or federal institution?*

2. *How long has the institution been in existence?*

3. *Do you currently curate Federal archaeological collections? If yes, from what agencies?*

II. Real Estate

1. *Who owns the property?*

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Management Plan Questionnaire

2. *Are there any restrictions to the use of the property (e.g. requirements for open space, covenants against construction, etc.)?*

III. Outreach

1. *What kinds of history and archaeology outreach/education programs currently exist? Describe.*

3. *What would you consider the significant, specialized, or outstanding features of these history and archaeology outreach/education programs?*

4. *Do you curate other collections (of any type) strong in the following topics? African-American History, New York City History, and/or American Colonial History?*

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5. Do you have history or archaeology programs for primary and/or secondary schools. Describe.

IV. Environment

1. Is relative humidity and temperature monitored? If yes, describe procedures.

2. What types of equipment is used for monitoring temperature and relative humidity? Where are these units located in the repository?

3. Are any special climate zones maintained? If yes, describe.

V. Pest Management and Maintenance

*1. Does the repository have an Integrated Pest Management plan? (Attach if available.)
What are the major elements of the repository's IPM plan? Describe below.*

2. Is food allowed in the repository? If yes, where? Are there any specific restrictions concerning what is allowed?

3. Describe the maintenance schedule for cleaning.

4. Regarding pest management monitoring, what is the inspection schedule for collections?

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Management Plan Questionnaire

5. *Are incoming collections isolated? Explain.*

6.. *How are infested objects treated? Please describe.*

VI. General Collections Information

1. *Does the repository curate the following types of collections? Check if present.*

- ☐ Art
- ☐ Archaeological
- ☐ Botanical
- ☐ Ethnographic
- ☐ Human skeletal
- ☐ History
- ☐ Natural history
- ☐ Paleontological
- ☐ Other:

2. *What are the principal collections in the repository's holdings?*

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Management Plan Questionnaire

3. *Are any types of collections excluded from curation? Explain.*

4. *Does the repository have off-site storage for any of the collections? Please describe collections and off-site storage facility.*

VII. Archaeological Collections Storage

Storage area name _____ **Room number** _____

1. *Describe the layout of the collections storage area.*

2. *What types of materials are stored in this room?*

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3. *What types of shelving units are used? (include dimensions of units)*

4. *What types of cabinets are used? (include dimensions of units)*

5. *Are shelves and drawers padded? If yes, what materials are used?*

6. *What types of containers are used to house archaeological collections? Primary Containers? Secondary Containers?*

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Management Plan Questionnaire

7. Does the repository have an established policy or procedure for labeling primary and secondary containers and artifacts? Describe or attach if available.

VIII. Document/Archival Collections Storage

Storage area name _____ Room number _____

1. Describe the layout of the collections storage area.

2. What types of materials are stored in this room?

3. What types of shelving units are used? (include dimensions of units)

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Management Plan Questionnaire

4. *What types of cabinets are used? (include dimensions of units)*

5. *Are shelves and drawers padded? If yes, what materials are used?*

6. *What types of containers are used to house document/archival collections? Primary Containers? Secondary Containers?*

7. *Does the repository have an established policy or procedure for labeling primary and secondary containers and artifacts? Describe or attach if available.*

IX. Collections Management Policies and Procedures

1. Does the repository have any of the following written policies and procedures? Attach copy, if available.

- ☐ Mission Statement
- ☐ Accession/Acquisition policy
- ☐ Minimum Standards of Acceptance
- ☐ Inventory Policy
- ☐ Loan Policy
- ☐ Access and Use Policy
- ☐ Conservation Policy
- ☐ Disaster/Emergency Plan
- ☐ Security Guidelines
- ☐ Integrated Pest Management Plan
- ☐ Deaccession Policy
- ☐ Records Management Policy
- ☐ Others:

2. Describe what happens to a new collection once it arrives at the repository.

3. Is each collection assigned a unique accession number? Provide example of number showing format used.

4. Are objects catalogued? If yes, describe the catalogue system.

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Management Plan Questionnaire

5. *Is the location of a collection or an object identified in the accession file or catalogue? Describe.*

X. Access/Use of Collections

1. *Is access to the collections monitored and limited? Explain.*

2. *Are the collections accessible to researchers and scholars? Under what circumstances? (Note any restrictions).*

XI. Exhibition Space

1. *Describe the exhibit space.*

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Management Plan Questionnaire

2. *Is the exhibit area climate monitored? Describe.*

3. *Are archaeological materials displayed? Describe. (Include material classes and how displayed).*

4. *Are archival materials displayed? Describe (include record format and how displayed).*

XII. Records and Associated Archaeological Documentation

1. *Does the repository maintain the following types of records? Check if present.*

- ☐ Acquisition/Accession Files
- ☐ Catalog Information
- ☐ Conservation Information
- ☐ Environmental Records
- ☐ Inventory Records
- ☐ Exhibit Information
- ☐ Deaccession Files
- ☐ Object Location Information
- ☐ Loan Information
- ☐ Photographs, Slides, Digital Images, etc.
- ☐ Traditional Archival Collections
- ☐ Rare Books or Library Materials
- ☐ Other:

2. *Does the repository maintain the following types of associated archaeological documentation? Check if present.*

- ☐ Artifact Inventories
- ☐ Archaeological Site Records
- ☐ Burial Records
- ☐ Field Notes
- ☐ Maps and Oversize Materials
- ☐ Photographic Prints, Negatives, and Slides
- ☐ Electronic Media such as Digital Images
- ☐ Reports
- ☐ Others:

3. *Describe where records and associated archaeological documentation are stored.*

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Management Plan Questionnaire

4. *How are records and associated archaeological documentation stored?*

5. *How accessible are records and associated archaeological documentation?*

6. *How secure are records and associated archaeological documentation?*

7. *If file cabinets are used, are they fire-resistant?*

8. *Has associated archaeological documentation been catalogued? If yes, describe.*

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Management Plan Questionnaire

9. *Has associated archaeological documentation been inventoried? Please describe.*

10. *Is there a duplicate copy of records and associated archaeological documentation?
Hard copy or electronic copy?*

11. *Where is the duplicate copy stored? How frequently is this duplicate copy updated?*

XIII. Computerized Data Management

1. *Does the repository use automated data processing techniques to manage its collections? Describe.*

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Management Plan Questionnaire

2. *What medium is used to store data?*

3. *Are back-ups made of records? How often?*

4. *Is a back-up copy stored off site? Where?*

5. *Is the computer on which collection records are stored attached to a network?*

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Management Plan Questionnaire

6. *If yes, how many people have access to this information?*

7. *Is there a backlog of collections data to be entered into the computer? Describe.*

XIV. Miscellaneous

1. *Are there any future plans for renovations or expansion of existing facilities? Describe.*

XV. Staff

1. *Describe the administrative or governing body of the institution. Obtain a diagram or flowchart if possible.*

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Management Plan Questionnaire

2. *How large is the staff? Full time? Part time? (Check all that apply).*

- ☐ Curator
- ☐ Curatorial Assistant
- ☐ Registrar
- ☐ Collections Manager
- ☐ Conservator
- ☐ Archivist
- ☐ Lab Assistant
- ☐ Security Personnel
- ☐ Operations/Custodial Personnel
- ☐ Other:

3. *In your opinion, does the institution have adequate staff to manage and care for existing collections? Explain.*

4. *In your opinion, are adequate resources and equipment available to manage and care for existing collections? Explain.*

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Management Plan Questionnaire

XVI. Laboratory/Special Purpose Room

1. *Describe the function of the room.*

2. *Describe the layout of the room. Attach diagram if available.*

3. *What kinds of furniture and equipment are in use in this room? Check all that apply.*

- ☐ Countertops
- ☐ Storage Cabinets
- ☐ Shelving Units
- ☐ Examining Tables
- ☐ Sinks
- ☐ Eyewash Station
- ☐ Emergency Shower
- ☐ Deionized Water Unit
- ☐ Washer/Dryer
- ☐ Fume Hoods
- ☐ Dust Collectors
- ☐ Freezer
- ☐ Computers
- ☐ Microscope
- ☐ Supplies
- ☐ Others:

XVII. Storage of Osteological Samples

1. Does the repository currently curate any osteological samples? Please check all that apply.

- ☐ DNA Samples
- ☐ Dental Samples
- ☐ Histology Samples
- ☐ Histomorphological Samples
- ☐ Bone Geometry Samples
- ☐ Bone Density Samples
- ☐ Curation Samples
- ☐ Others:

2. Are osteological samples stored separately from other collections in the repository? Describe storage conditions.

3. What types of samples are stored in this room?

4. What types of shelving units are used? (include dimensions of units)

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Management Plan Questionnaire

5. *What types of cabinets are used? (include dimensions of units)*

6. *Are shelves and drawers padded? If yes, what materials are used?*

7. *What types of containers are used to house osteological samples? Primary Containers? Secondary Containers?*

8. *Does the repository have an established policy or procedure that specifically addresses access to and use of osteological samples. Describe or attach if available.*

Appendix D

Storage Options for the ABG Collection

Storage of archival and archaeological collections may be accomplished in many ways. Typically one of two storage options, or a combination of the two, is used by curation repositories. In the first option (Option A), A variety of standard-sized acid-free boxes are used. These boxes are readily available from several archival vendors. The second option (Option B) utilizes museum-quality cabinets of varying sizes. There are a few vendors who construct these cabinets and they may be purchased in either custom and standard sizes.

The extents of the various components of the ABG collection have been estimated to be:

- 1) 500 cubic feet of archival and library materials
- 2) 200 cubic feet of archaeological material remains
- 3) 24* cubic feet of osteological samples

The amount of osteological samples initially was estimated to be approximately 60 cubic feet. Since the original estimate was provided, an inventory of the samples has been performed and the extent refined to 24 cubic feet.

Option A

If Option A is used, the collection will require approximately 725 standard record center boxes constructed of acid-free materials. Record center boxes measure twelve inches by ten and one-half inches by fifteen inches (12 x 10.5 x 15-inches). Storage at ReCAP consists of 37 units of fixed shelving units measuring 52 inches wide by 30 feet tall by 36 inches deep. Shelves are adjustable and record center boxes are one of the standard-sized units currently used at ReCAP. If shelves are adjusted to twelve inches to accommodate record center boxes, approximately 27 shelves are available in each shelving unit. Due to weight constraints, only the bottom 15 shelves may be used for this size box. Each shelf will store eight record center boxes since the boxes are arranged two trays (i.e., boxes) deep. The archival collection then would require 63 shelves, or a little over 4 shelving units to store (500 ft³ total divided by 8 ft³ per shelf at 15 shelves per shelving unit). The archaeological material remains would require 25 shelves, or slightly less than 2 full shelving units to store (200 ft³ total divided by 8 ft³ per shelf

at 15 shelves per shelving unit). The osteological samples would require an additional 3 shelves (24 ft³ total divided by 8 ft³ per shelf). Total shelf space required to store the entire ABG collection would be approximately 91 shelves, or six shelving units. Figures 1 and 2 show how these boxes would fit on the shelving units at ReCAP.

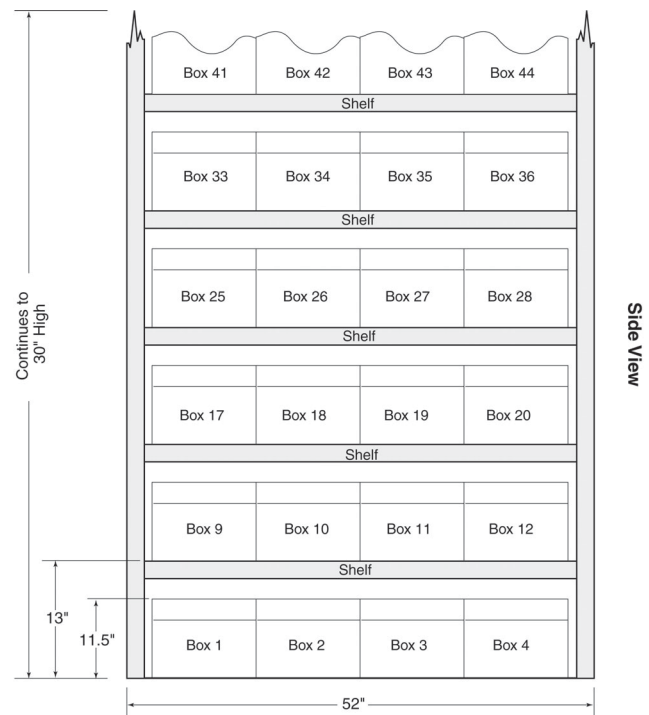


Figure A-1. Option A – Use Standard Size Boxes as Storage Units.

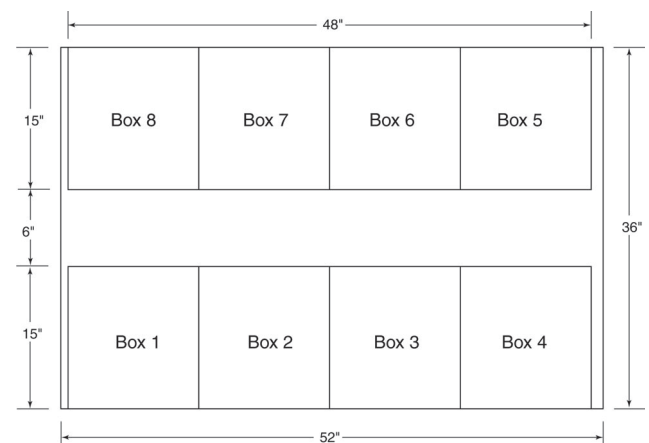


Figure A-2. Option A– Top View.

If the ReCAP facility will be used to store the ABG collection, current configuration for storage of

the entire collection will occupy approximately 156 square feet. Please note this figure is dependent upon 30 foot tall shelving units, and a three foot aisle space used to access the materials on shelves (see Figure 3). If a different facility with standard eight-foot tall ceilings were used, the required area would be substantially more.

be placed in a shelving unit, Option B would require at least part of 34 shelving units (200 ft³ total divided by 6 ft³ per cabinet at one cabinet per shelving unit) in the ReCAP facility. The area required for this storage option then would be 884 square feet. Since the archival component must

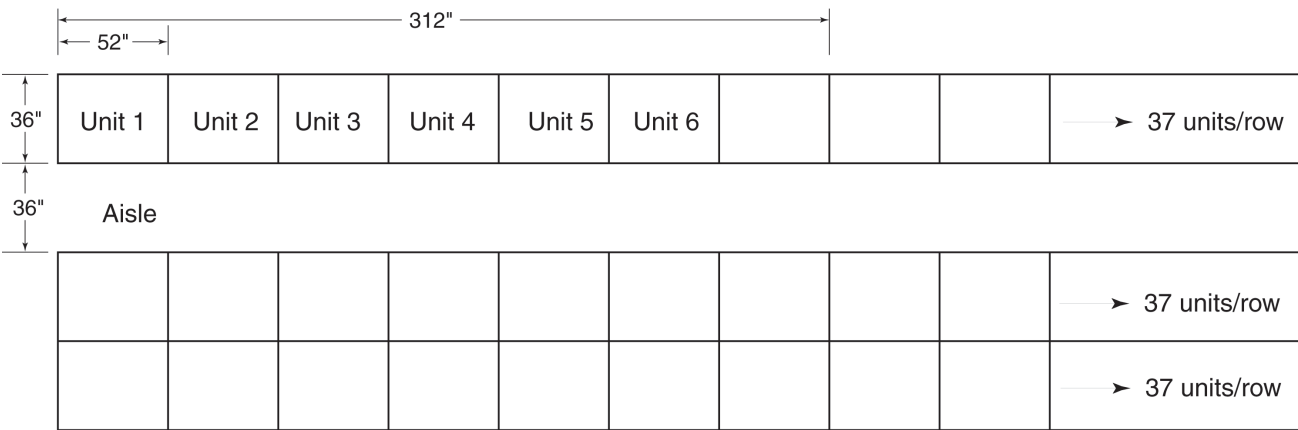


Figure A-3. Option A – Use Standard Sized Boxes as Storage Units.

Option B

Currently GSA owns several Delta museum cabinets that are located at Howard University. One possibility is to move these cabinets to the long-term curation storage facility and use them to store the ABG collection. Since this expense has already been incurred, Option B would require no additional expenditure for storage units. Unfortunately, this option will only work for the archaeological and osteological materials. Museum cabinets of this configuration are not appropriate for the storage of archival or library materials, which composes the bulk of the collection. The 500 ft³ that comprises the archival component of the collection would still need to be stored as described under Option A.

Both the osteological samples and the archaeological material remains, however, could be stored in these museum cabinets. Each cabinet measures 49 inches wide by 44 inches tall by 28.5 inches deep and houses, on average, approximately 6 ft³ of artifacts. ReCAP personnel indicated that placing these units on the bottom shelf of their shelving units would not be a problem. Thirty-four cabinets would be required to store the archaeological materials. Since only one cabinet may

be stored in boxes, this option would make each shelving unit look as depicted in Figures 4 and 5.

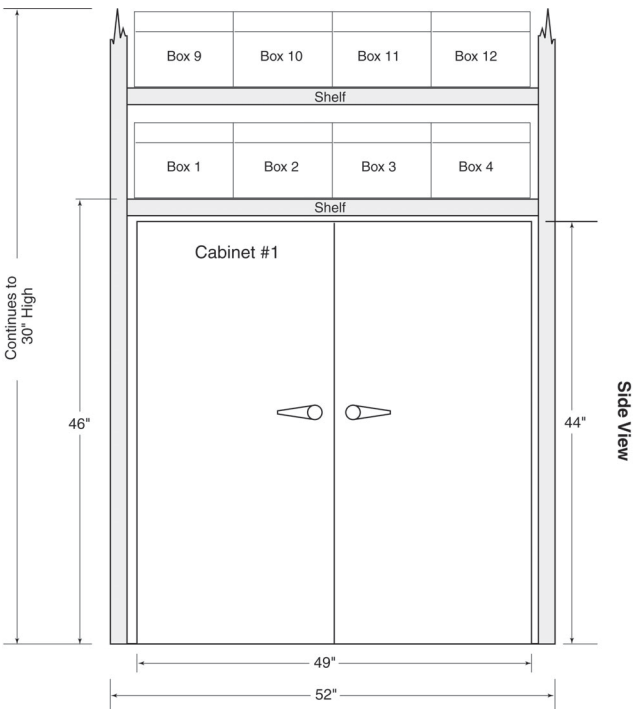


Figure A-4. Option B – Use Museum Cabinets as Storage Units.

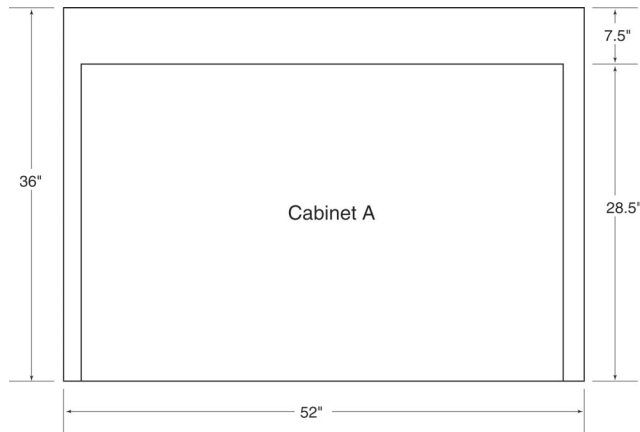


Figure A-5. Option B – Top View.

Obviously the main advantage of using Option B is the fact that the storage units have already been purchased. However, since the cabinets may only be used for less than half of the collection, the benefits are not as great as they may seem. Standard archival record center boxes cost approximately \$7 per box, or \$4,900 for the entire collection, which may be significantly less than it would cost to transfer the museum cabinets from Howard University in Washington, D.C. to the ReCAP facility in Princeton, New Jersey. At most,

implementing this option will result in a savings of only \$1,400 minus the cost of transfer.

Another advantage of using Option B is the additional security provided by the museum cabinets since each cabinet locks. The security at ReCAP is excellent, however, and the additional security, if warranted at all, should be necessary only for the osteological samples. The entirety of the osteological samples can be stored in four museum cabinets. These represent the only portion of the collection that will not be made available except under special circumstances. Again, the cost of transferring enough museum cabinets to house the archaeological artifacts is not really warranted, particularly in light of the difference in square footage required by the two options. If ReCAP charges by square foot rather than cubic foot, the cost difference could be significant indeed.

Appendix E

Sample Curation Agreement

Service Request

For the Curation of the African Burial Ground Collection

C1. General Information

The purpose of this service request is to specify the requirements that must be met and the tasks that must be performed by a Repository that will house, manage, stabilize, preserve, and provide access to archaeological materials (approximately 200 cubic feet), osteological samples (approximately 60 cubic feet), and associated records (approximately 500 linear feet) generated in conjunction with General Services Administration, Northeast and Caribbean Region (GSA), activities at the African Burial Ground (ABG) site in Manhattan, New York. 36 Code of Federal Regulations (CFR) Part 79—Curation of Federally-Owned and Administered Archeological Collections (Enclosure 1)—states in Section 79.6(b)(1) that when possible, the collection should be deposited in a facility/repository that (1) is in the State of origin, (2) stores and maintains other collections from the same site or project location, or (3) houses collections from a similar geographic region or cultural area. Additionally 36 CFR Part 79.6(b)(2) recommends that collections “should not be subdivided and stored at more than a single facility/repository unless such subdivision is necessary to meet special storage, conservation, or research needs. Finally, the two components of these collections—material remains and associated records—“should be deposited in the same repository to maintain the integrity and research value of the collection,” except in those instances where nonfederally owned material remains are retained and disposed of by the owner (36 CFR Part 79.6(b)(3). The General Services Administration, therefore, seeks to curate the African Burial Ground collection (material remains and associated records) in one, and only one, facility/repository in the State of New York.

As outlined and described in 36 Code of Federal Regulations Part 79—Curation of Federally-Owned and Administered Archeological Collections—GSA seeks to award a service request contract for the curation of the ABG collection.

C2. Definitions

For the purpose of this service request the definitions provided in *The Curation and Management of Federally Owned and Administered Archeological Collections* (36 CFR Part 79.4) apply (see Enclosure 1).

C3. Government Furnished Property and Services

1. Archaeological collections submitted to the Repository shall conform to GSA Standards (Enclosure 2)
2. Archaeological collections generated from investigations from the African Burial Ground site will be submitted directly to the Repository by the organization contracted to prepare the collection for long-term curation

3. The CO or the COR will inspect the Repository facility at least once a year, in accordance with 36 CFR Part 79 and Section 3 of the scope of work.

4. Within 45 days of the inspection, the CO or the COR will provide the Repository with a written report of findings, which will detail any deficiencies.

C4. Repository Furnished Items

C5. Specific Tasks

Tasks

1. Shall maintain an archaeological collections and management center that provides for the long-term curation of African Burial Ground collection in accordance with 36 CFR Part 79, Section 79.9.

2. Shall arrange for the loan or display of all or part of a collection on request of agencies, organizations, institutions, or individuals having adequate facilities for study or display, and in accordance with the GSA procedures for use outlined in Enclosure 3, only after written consultation with and concurrence from the CO or the COR. The individual or agency requesting a collection shall pay all expenses associated with the loan (e.g., transportation, insurance).

3. Shall provide access to and/or use of GSA archaeological collections by the general public, researchers, and federal employees in accordance with the process outlined in Enclosure 3.

4. In addition, shall maintain a list of all individuals who access the collections for purposes of study, exhibit, etc.

5. Shall assure that curatorial services furnished pursuant to this scope of work conform to the standards in 36 CFR Part 79 and Section 2 of this scope of work.

6. Shall maintain a computer-assisted collections-management-retrieval system that will permit the GSA and other qualified individuals and institutions access for study, loan education or public interpretation of the African Burial Ground collection.

7. Shall conduct an annual inspection of all Corps collections (artifacts and records) and prepare a report that evaluates the condition of each collection in accordance with 36 CFR Part 79 Section 79.11. In addition, the report shall include, but not be limited to, the following: (1) a catalog of recommended conservation treatments organized on the basis of individual items and intended to promote the physical stability and integrity of each material type, (2) an overview of the condition of the ABG collection, (3) a list of all individuals who have accessed the collections for purposes of study, exhibit, etc., and (4) any recommendations to safeguard the integrity of the collections.

8. Within five (5) days of discovery, report all instances of and circumstances surrounding loss of, deterioration and damage to, or destruction of the Collection and any other U.S. Government-owned personal property to the Depositor, and those actions taken to stabilize the Collection and to correct any deficiencies in the physical plant or operating procedures that may have contributed to the loss, deterioration, damage or destruction. Any actions that will involve the repair and restoration of any of the Collection and any other U.S. Government-owned personal property must be approved in advance and in writing by the Depositor.

9. The Repository shall maintain complete and accurate records of the Collection and any other U.S. Government-owned personal property, including information on the study, use, loan and location of said Collection which has been removed from the premises of the Repository.

10. Shall maintain a curatorial staff that includes a Qualified Museum Professional as defined below.

Qualified museum professional means a person who possesses knowledge, experience and demonstrable competence in museum methods and techniques appropriate to the nature and content of the collection under the person's management and care, and commensurate with the person's duties and responsibilities [36 CFR 79.4(b)(h)].

Additional information regarding a qualified museum professional is described in Section 79.4(h)(1-4) of 36 CFR Part 79 (Enclosure 1).

9. Shall not dispose of any collections (artifacts or records). Archaeological materials and associated records (including the computer-assisted collections-management retrieval system) from public lands remain the property of the United States government. The Repository shall not dispose of any GSA collection or portions thereof.

10. Shall not publicly display human skeletal remains from the ABG collection.

11. Within 30 days of the end of a contract period, the Repository shall provide GSA with a written report of the annual inspection of material remains and associated records in accordance with 36 CFR Part 79 Section 79.11 and ER/EP 1130-540.

C6. Applicable Documents

Enclosures

- 1 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections
- 2 General Services Administration Curation Standards
- 3 Procedures for Using the African Burial Ground Collection

4 Procedures for Inventory and Evaluation of ABG Collection

Enclosure 1

The Curation of Federally Owned and Administered Archeological Collections
(36 CFR Part 79)

Enclosure 2

General Services Administration Curation Standards

This document outlines a series of minimum standards for the curation of the ABG collection recovered by professional archaeologists under contract to the General Services Administration, Northeast and Caribbean Region. The goal of these standards is to ensure that collections will be properly processed, documented, and managed. These are minimum standards and are subject to revision by the Contracting Officer (CO) or Contracting Officer's Representative (COR).

To ensure that the archaeological collections and documentation are preserved in a manner that will facilitate their future use by the public and scientific researchers, the ABG collections and records will be housed at the designated Repository in New York City.

The Repository will provide technical advice and assistance in obtaining proper archivally stable storage materials.

What follows is a list of standards for the processing and storage preparation required prior to the permanent curation of both prehistoric and historic archaeological collections. The standards have been divided into two major categories: (A) artifacts and (b) records.

A. Artifacts

1. When a collection is turned over to the Repository, an inventory of the associated components will accompany the collection.
2. Artifacts will be cleaned, with the exception of those needing specialized analysis. Dry brushing of material remains is preferred to water or chemical cleaning.
3. Artifacts will be cataloged and labeled with the state or Smithsonian-type site numbers and provenience, and in accordance with the Repository's established cataloging and labeling procedures. Items will be grouped by material type, placed in plastic bags with the exterior permanently labeled, and a Mylar® strip or acid-free paper labeled with the appropriate provenience information placed within the bag.
4. In most cases, artifacts will be stored in perforated polyethylene zip-lock plastic bags 4 millimeters in thickness. For those items requiring special packaging, archivally stable materials will be used.
5. All artifacts will be placed in acid-free storage boxes. All artifacts shall be housed by provenience when possible.

6. Each box will contain an inventory printed on acid-free paper listing its contents keyed to a master inventory of the collections, which will be filed with the collection records.

7. All artifact storage boxes will have a label conforming to the specifications of the Repository.

B. Records

1. An inventory of all recovered objects and two (2) copies of a all final report will accompany each collection. These documents will be printed on acid-free paper.

2. A description of lab coding formats, computer coding formats or any other type of analytic records will be provided on acid-free paper.

3. One acid-free paper copy of all original field documentation and laboratory analysis will be submitted to the Repository. The two sets of documentation should be stored at separate locations.

4. All pertinent maps used and generated by an archaeological project must be submitted. These include, but may not be limited to, U.S.G.S. maps, regional and project area maps, survey and excavation maps, collection grid maps, and excavation unit profiles. An inventory of all maps and profiles will accompany the collection. All oversized maps should be stored in flat metal map cases.

5. A list of conserved objects with a description of conservation treatments will accompany every collection. The list also will indicate which objects require future conservation treatment.

6. The collection will contain a photograph catalog printed on acid-free paper. Photographic materials should be organized by film type, (e.g., roll film, sheet film, 35 mm slides, prints, video) and in chronological sequence.

7. Archival and working sets of slides and prints will be produced for each collection. All photographic materials will be stored in archivally stable containers or other appropriate method specified by the Repository.

8. When appropriate for the collection, a catalog will be prepared of computer tapes, disks, diskettes, and other automated data processing materials.

9. All associated documentation will be arranged according to modern archival practice and standards, and an integrated archival finding aid will be created.

10. All documentation will be stored in acid-free folders labeled in No. 4 (HH) pencil or indelible ink. These folders will then be placed in acid-free boxes. Adhesive polyethylene plastic label holders, with acid-free inserts, will be applied to the boxes. Labels should not be applied directly to the boxes. When label information or box contents change, inserts are replaced, thus reducing the chance for conflicting and confusing information.

Enclosure 3

Procedures for Using the African Burial Ground Collection

Will be provided under separate cover.

Enclosure 4

GSA Procedures for Inventory and Evaluation of the ABG Collection

To ensure that archaeological collections and associated records are properly identified and managed, an inventory and evaluation of the ABG collection will be carried out by the Repository each year this agreement is in effect. A curation report will be delivered to the Contracting Officer or the Contracting Officer's Representative that includes, but is not limited to, a discussion of the following.

a. An assessment of the condition of the ABG collection (all component parts thereof). Those variables that are to be evaluated include, but are not limited to, the following.

1. The number and preservation condition of all human skeletal remains and material remains.
2. The condition of all documentation including, but not limited to field notes, maps, drawings, photographs, photographic slides, and related correspondence.
3. The degree to which the collection has been prepared, catalogued, treated, accessioned, and stored.
4. The physical state of the collection.
5. The number and completeness of all reports and articles generated by the analysis of the collection and its associated records.

b. If a collection or a portion of a collection is on loan from the Repository, the borrowing institutions or individuals, and the specific loan items, will be identified.

c. If items in the ABG collection is determined to be missing in whole or in part, with no account of the location of the materials, the inventory and subsequent report will estimate what materials are missing.

d. If the ABG collection (artifacts or records) has been accessed by researchers or the general public during the contract year, then a list will be placed in the curation report that includes minimally the following: the name, address, affiliation/institution (if relevant), and telephone number of the person or persons who viewed the materials.